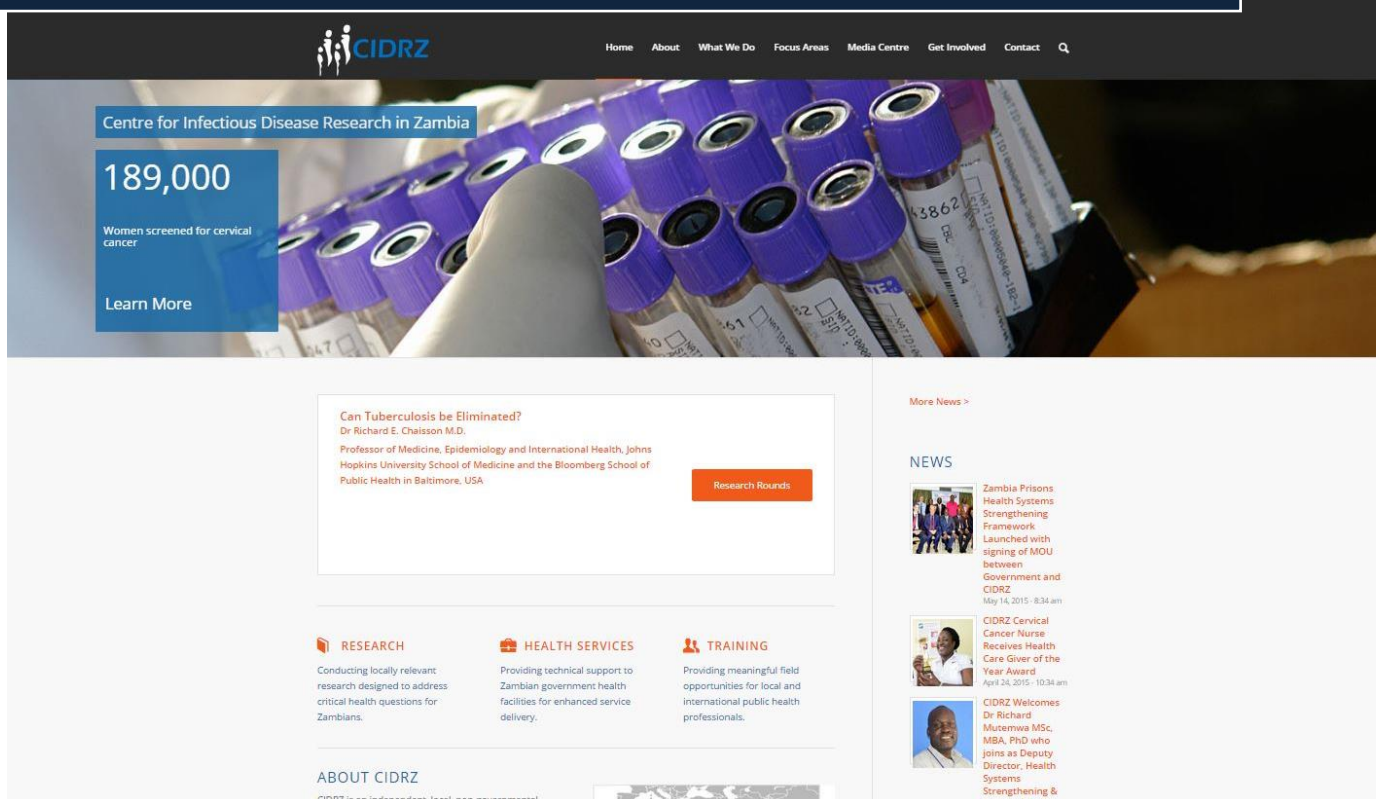


2015

CIDRZ Website Manual



<http://cidrz.org/>

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1. Overview

The CIDRZ website is developed using WordPress 3.7.1. Thus making changes and additions to the website is relatively easy and you don't need to have any technical skills.

Getting Started

Browse to the site address (<http://www.cidrz.org/>) and you will see the following:

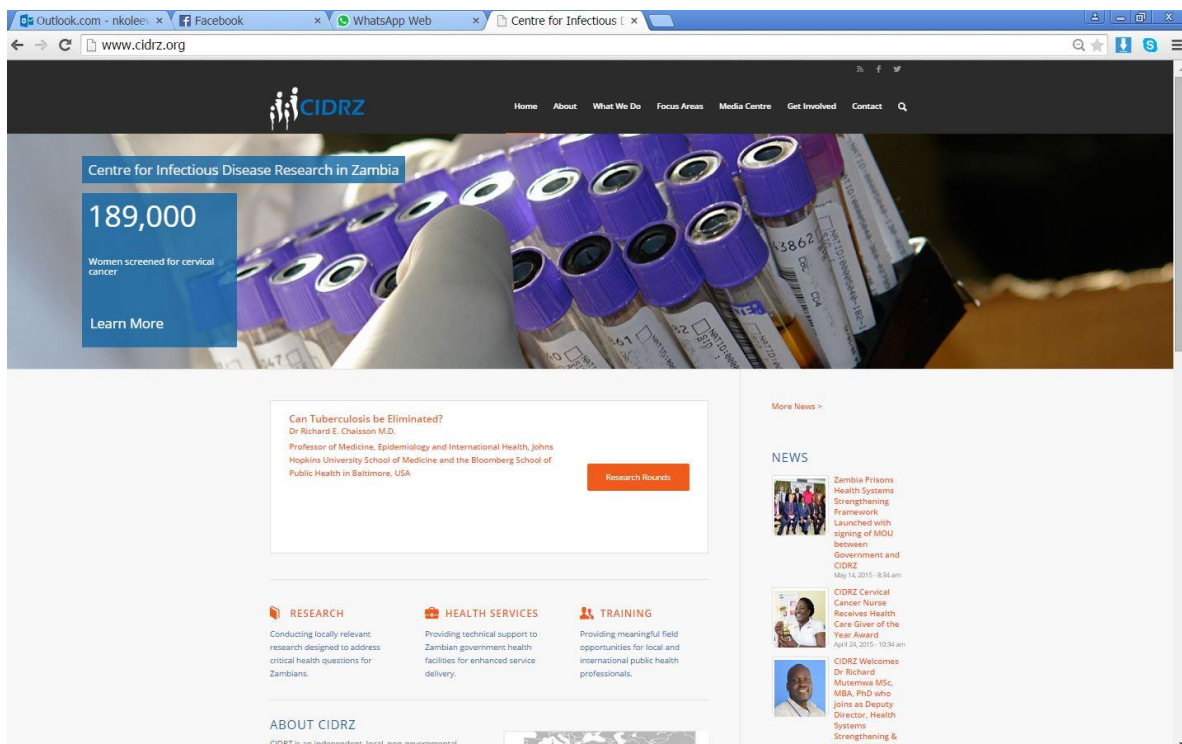


Fig 1.1 Home page

The Frontend

The site displayed above is what all visitors to the site see and is called the front end.

The Backend

If you however need to change something on the site like adding a publication, an additional page or news article, you need to login to the backend, an area which only administrators can see. The backend is password protected to prevent illegal changes to the website.

To access the backend for the website, go to <http://www.cidrz.org/wp-admin>, you will see the familiar WordPress login page:

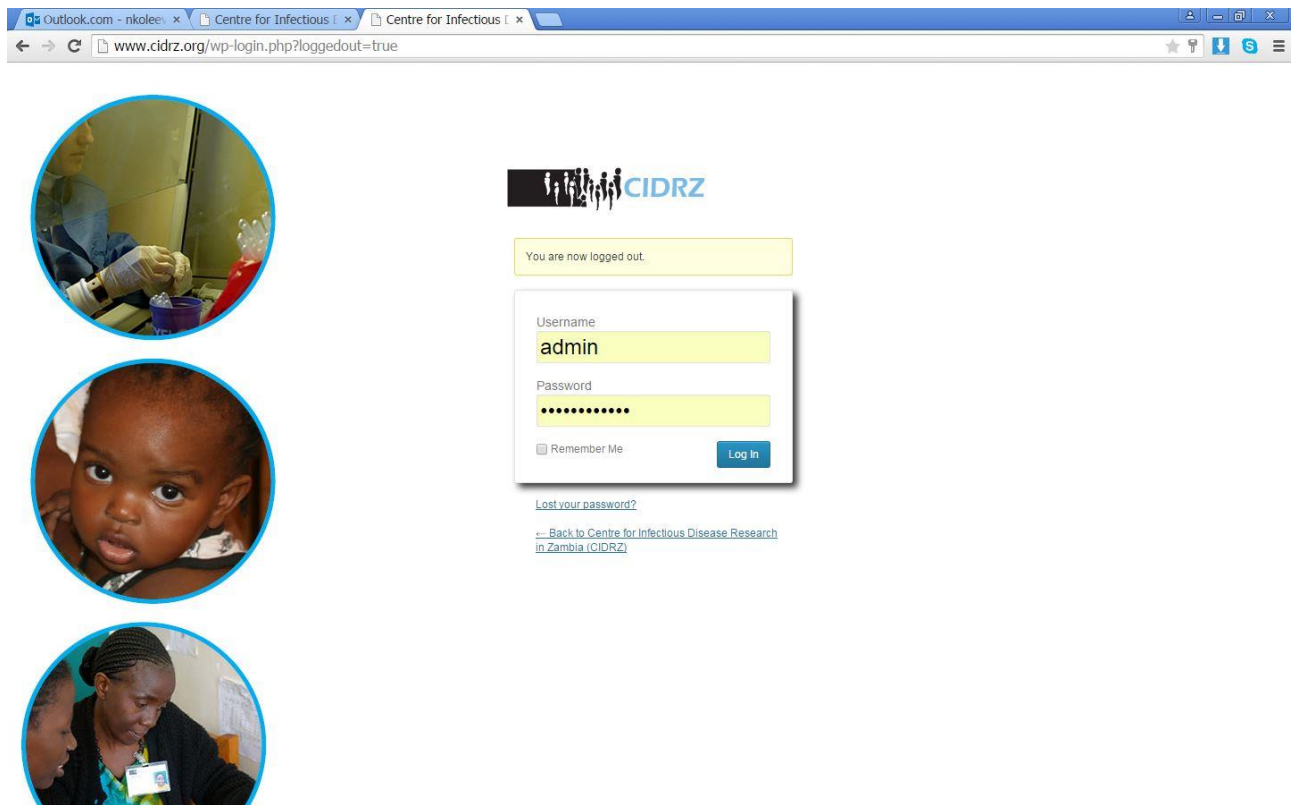


Fig 1.2 Login Screen

Please use the password and username provided to you by ICT.

Once logged in, you will see the following, which is the WordPress backend. You will spend most of your time here when making changes and additions to the website.

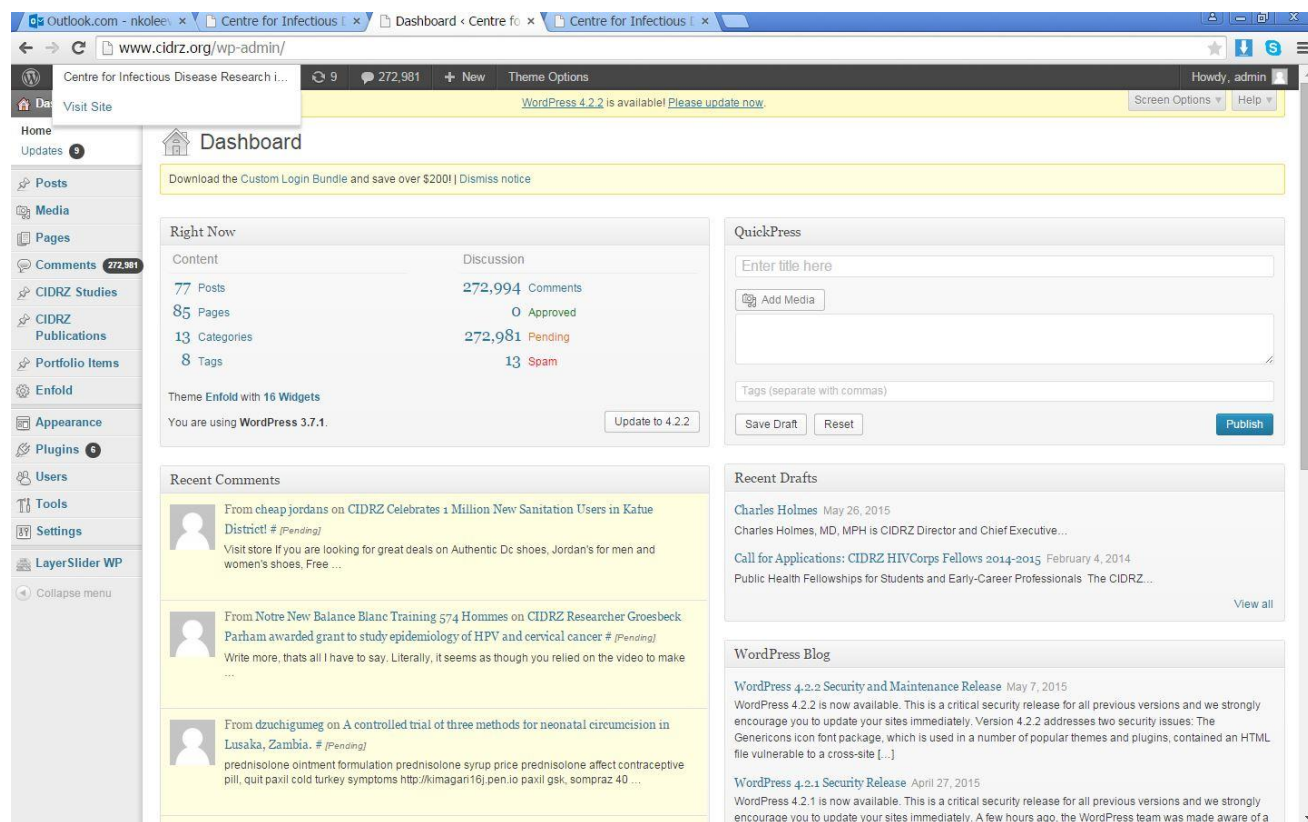


Fig 1.3 Backend

2.0 Managing the website

To manage the website, go to the backend of the site. You will need to provide your password and username.

Adding & editing pages

Pages are a very important part of the website. To add and edit pages, select the Pages tab in the Dash Board.

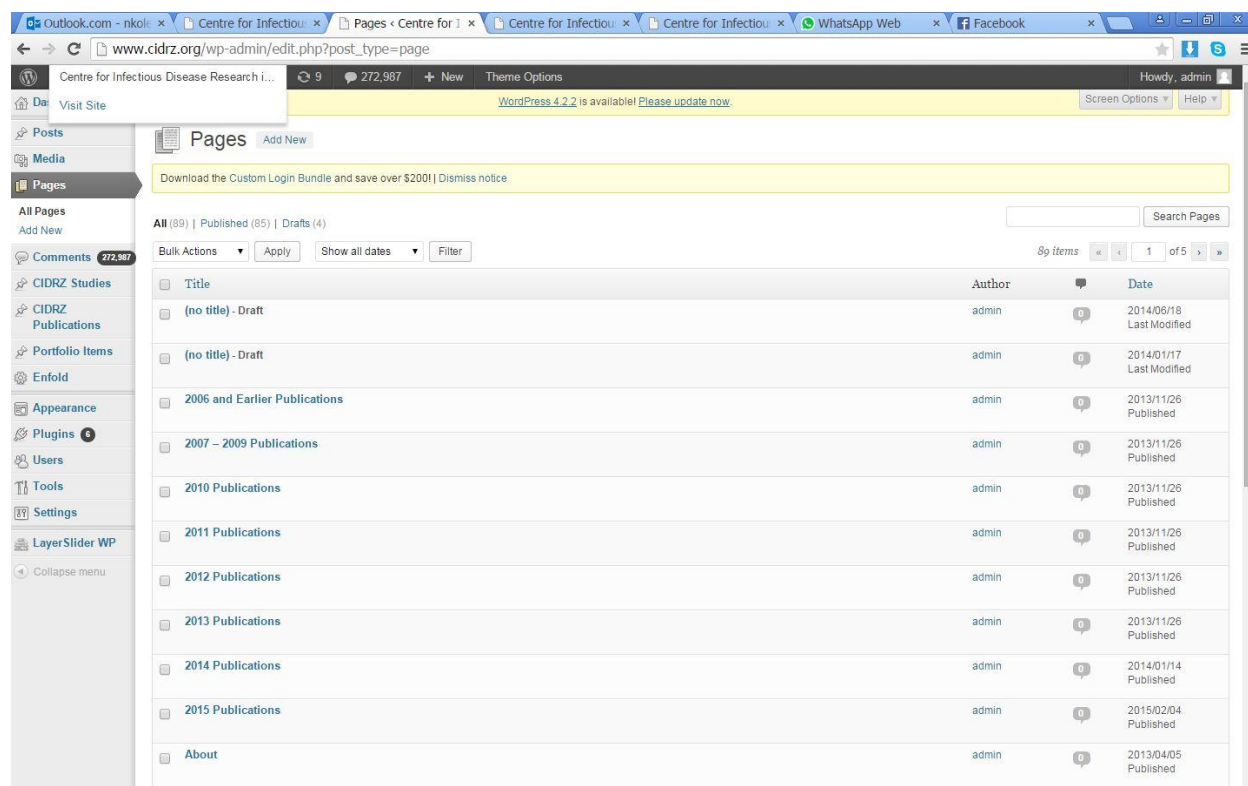


Fig 1.4 Pages

To add a new page, simply click on Add **New** on top of the pages list. To edit an already existing page, simply click on its name.

When editing or adding a page, you will see the following:

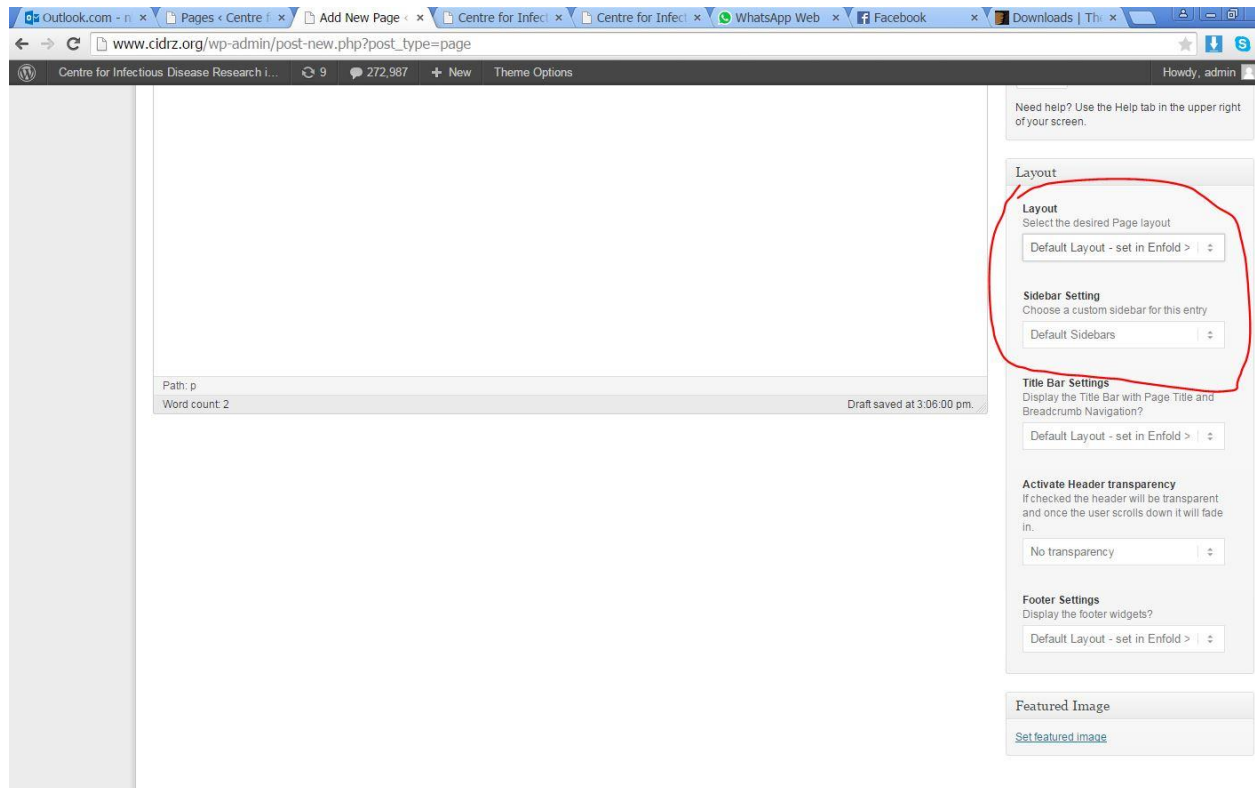
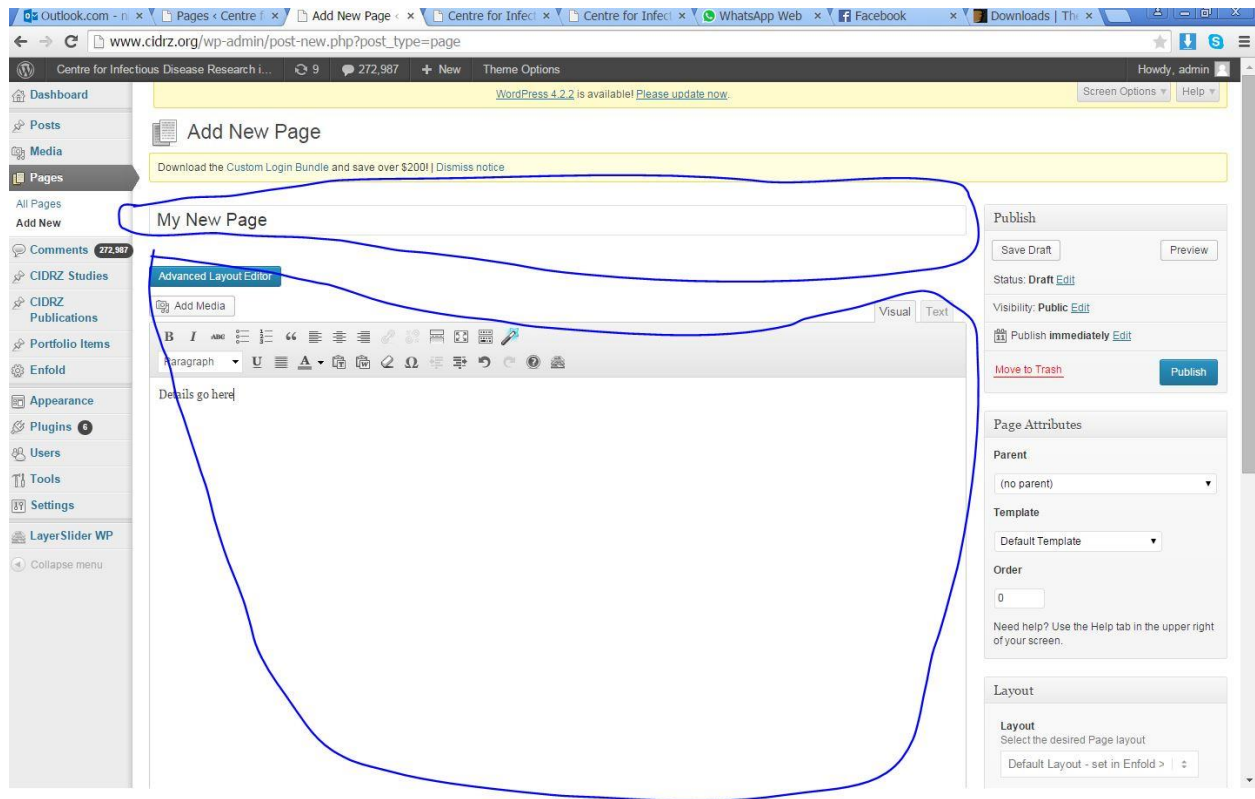
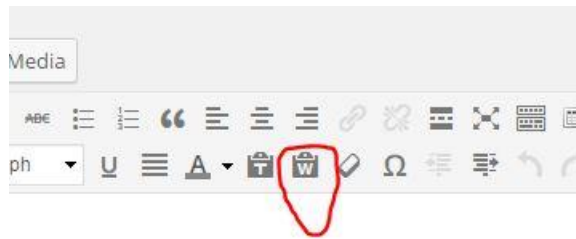


Fig 1.5 Adding and Editing Pages

You can type all your page content in the editor above. You can even format your text and add images to the content by clicking on **Add Media**.

Formatting the content can sometimes be difficult thus you are advised to simply write your content in Word and then use the **Paste From Word** button to paste the contents. The contents will look just like the way it looks in Word.

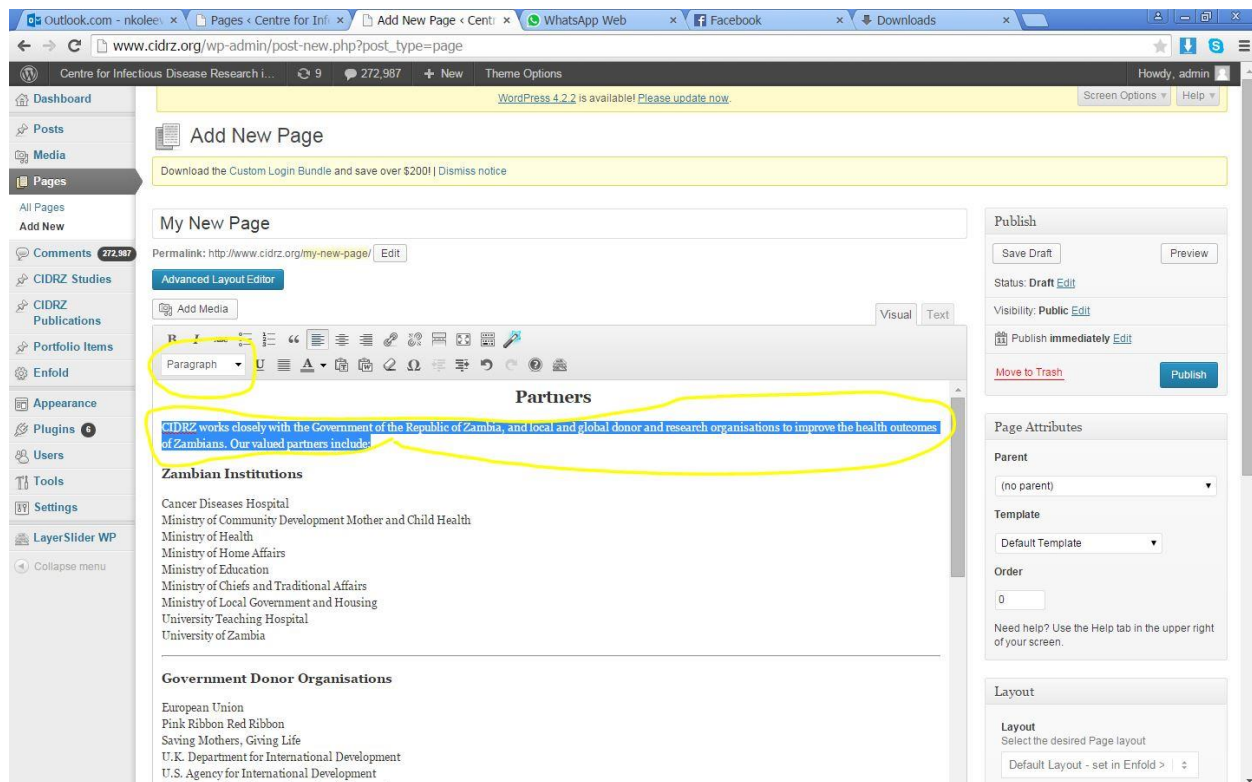


On **LAYOUT**, you can choose if the page will have left side bar, right side bar, both or no sidebar at all. If you choose a sidebar for the page, you must select a sidebar which will be displayed.

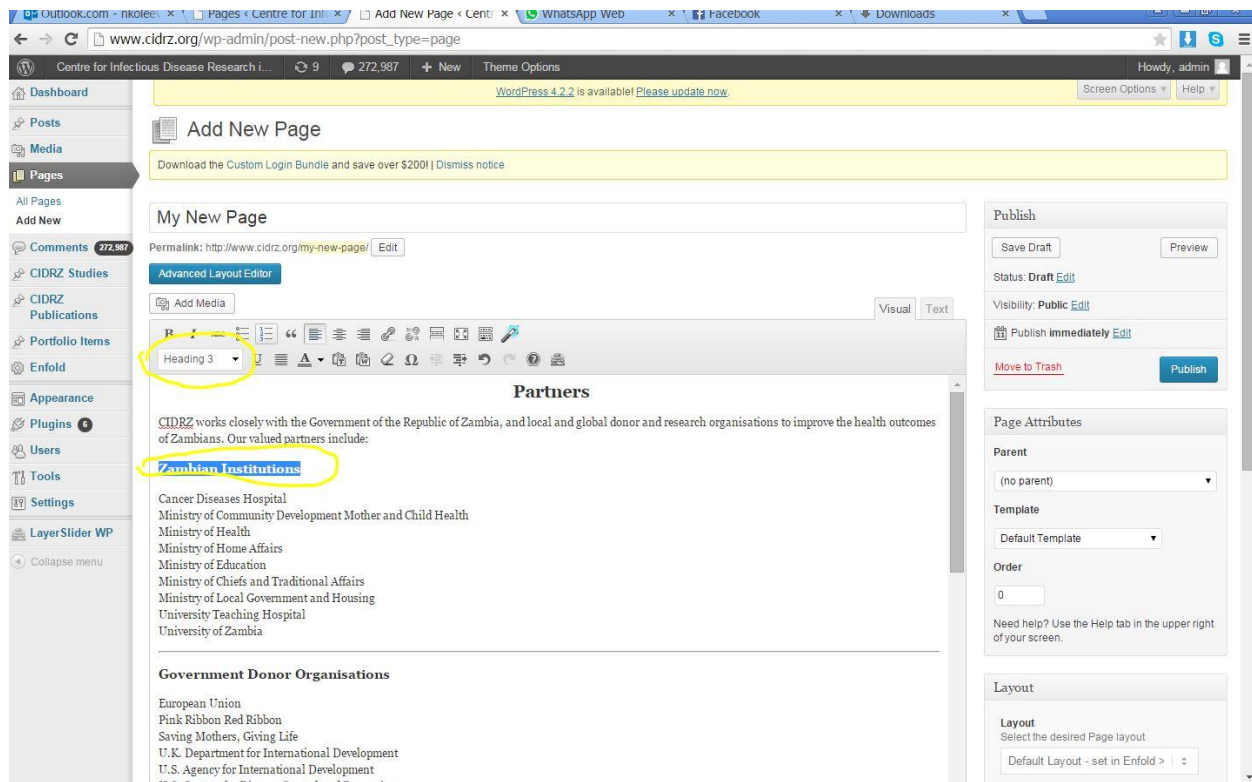
Important

Do not try to set font colors or styles manually, when editing a page or a post. Simply select some text and select what type of item it is like below:

For a paragraph, select the text and choose paragraph



For headings, choose H1, H2, H3, H4 or H5



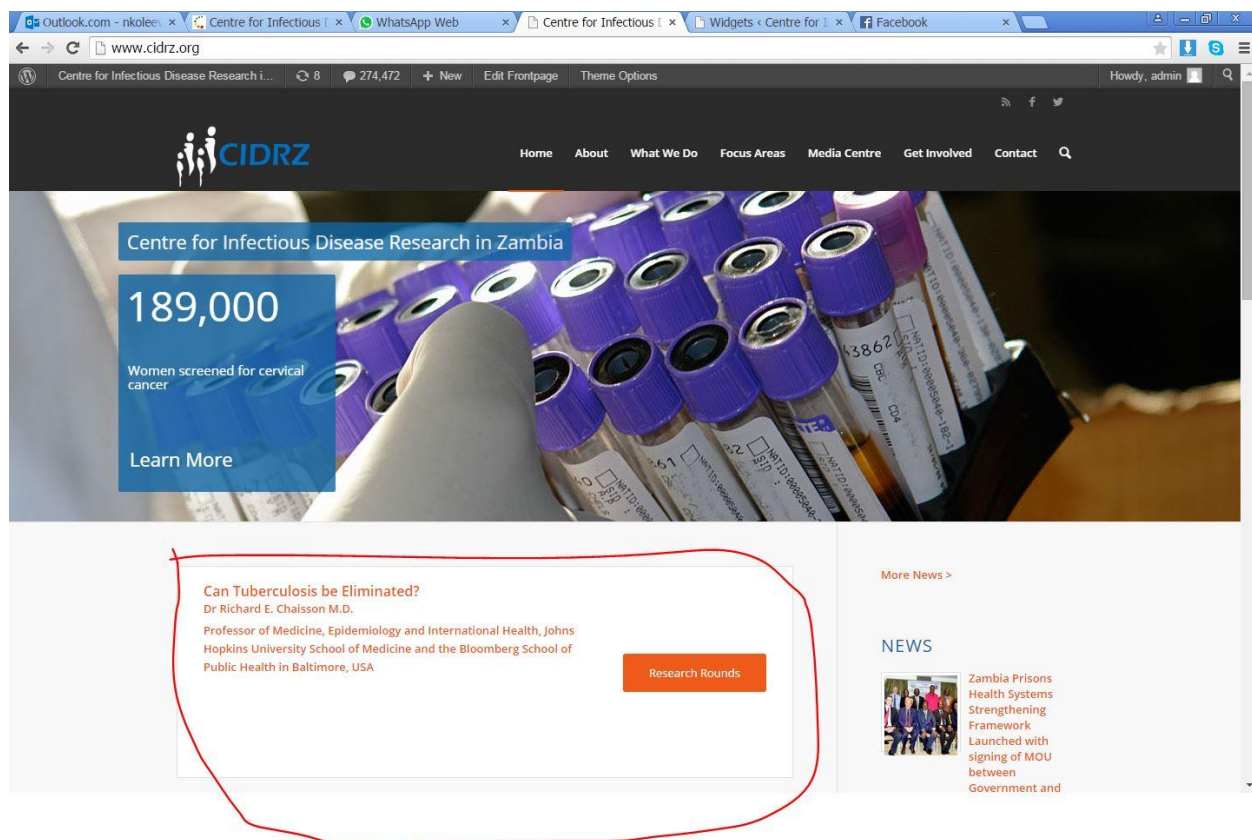
This is very important for consistency on the website and maintenance of the site.

The appearance of things like paragraphs and headings is defined in one place in Cascading Style Sheets. Using this method allows you to instantly change the look of the entire site easily.

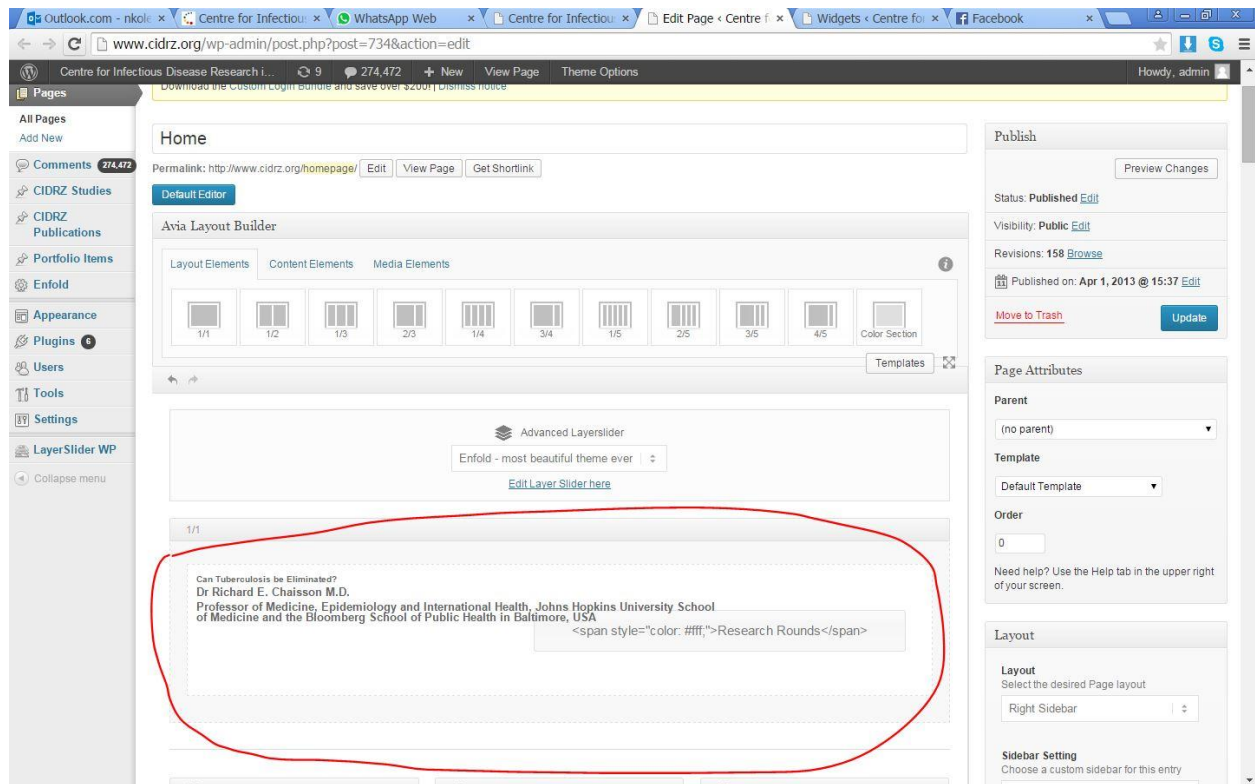
If you manually set colors and fonts on each page, you have to edit all the pages on the site if you decide to change the colors or font which is both difficult and impractical.

Changing home page elements

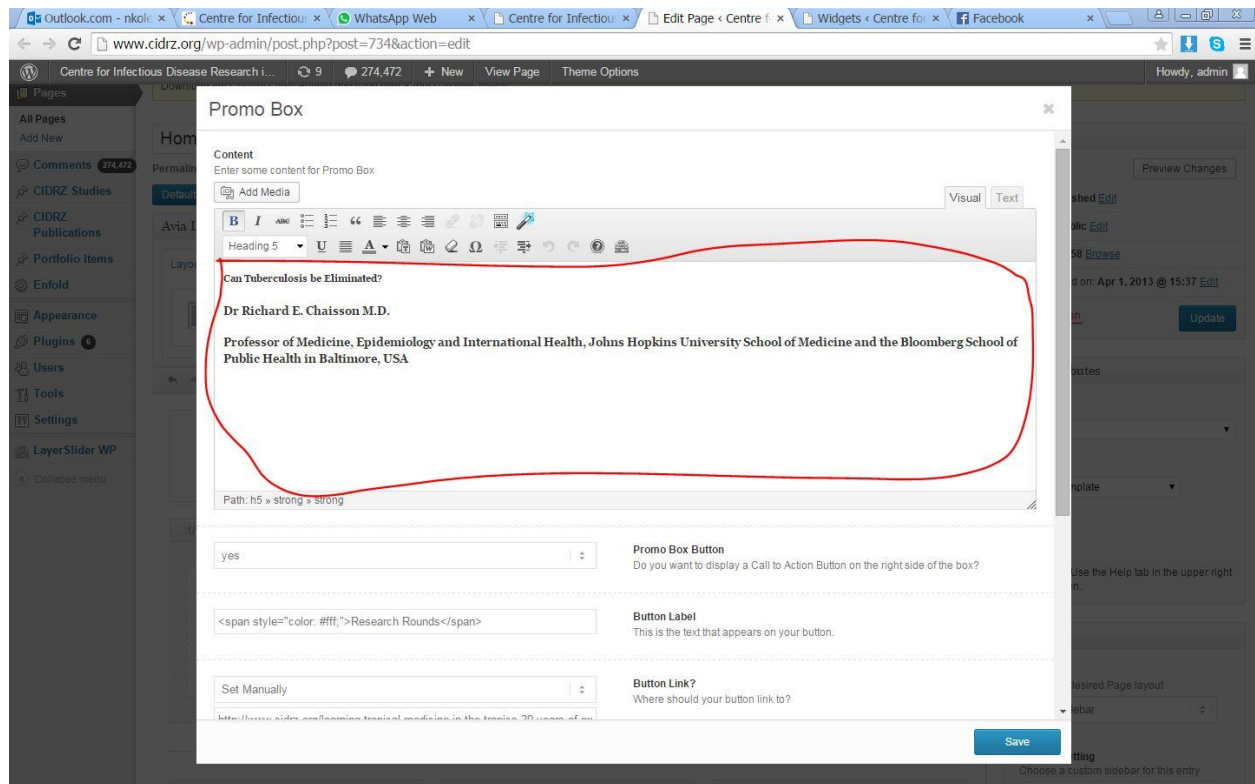
The home page for the website is as follows:



The highlighted section is a **promo box**, you edit this section by editing the home page. In the backend, the home page looks as follows:



Click in the highlighted region and the following window will popup



You type in the contents in the highlighted section. See the adding pages section for more details on editing content in the provided editor.

Once you provide the contents, you have to specify options for this promo box as shown below:

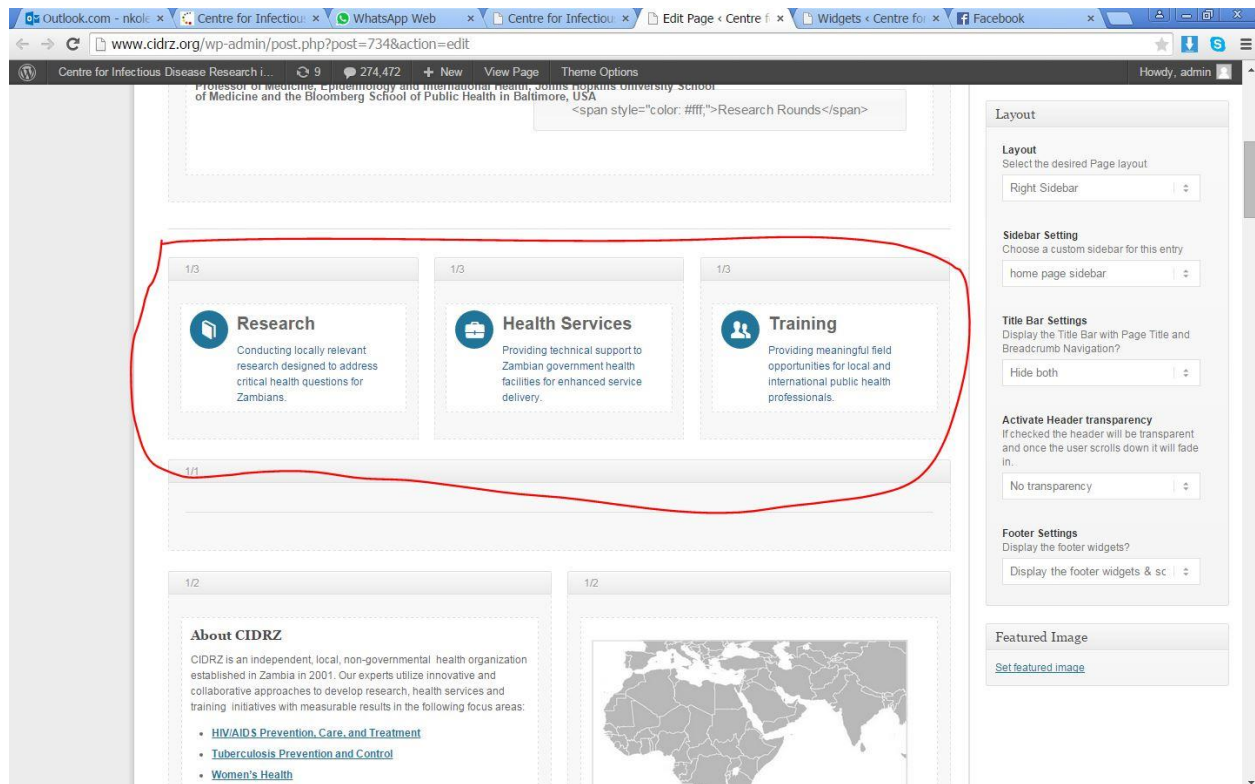
The screenshot shows the 'Promo Box' settings modal in a WordPress admin interface. A red line highlights the 'Promo Box Button' section, which includes the following options:

- Promo Box Button:** Do you want to display a Call to Action Button on the right side of the box? (Dropdown menu with 'yes' selected)
- Button Label:** This is the text that appears on your button. (Text input field containing 'Research Rounds')
- Button Link?:** Where should your button link to? (Text input field containing 'http://www.cidrz.org/learning-tropical-medicine-in-the-tropics-20-years-of-ex')
- Open Link in new Window?:** Select here if you want to open the linked page in a new window. (Dropdown menu with 'Open in same window' selected)
- Button Color:** Choose a color for your button here. (Dropdown menu with 'Theme Color' selected)
- Button Size:** Choose the size of your button here. (Dropdown menu with 'Large' selected)
- Button Icon:** Should an icon be displayed at the left side of the button. (Dropdown menu with 'No Icon' selected)

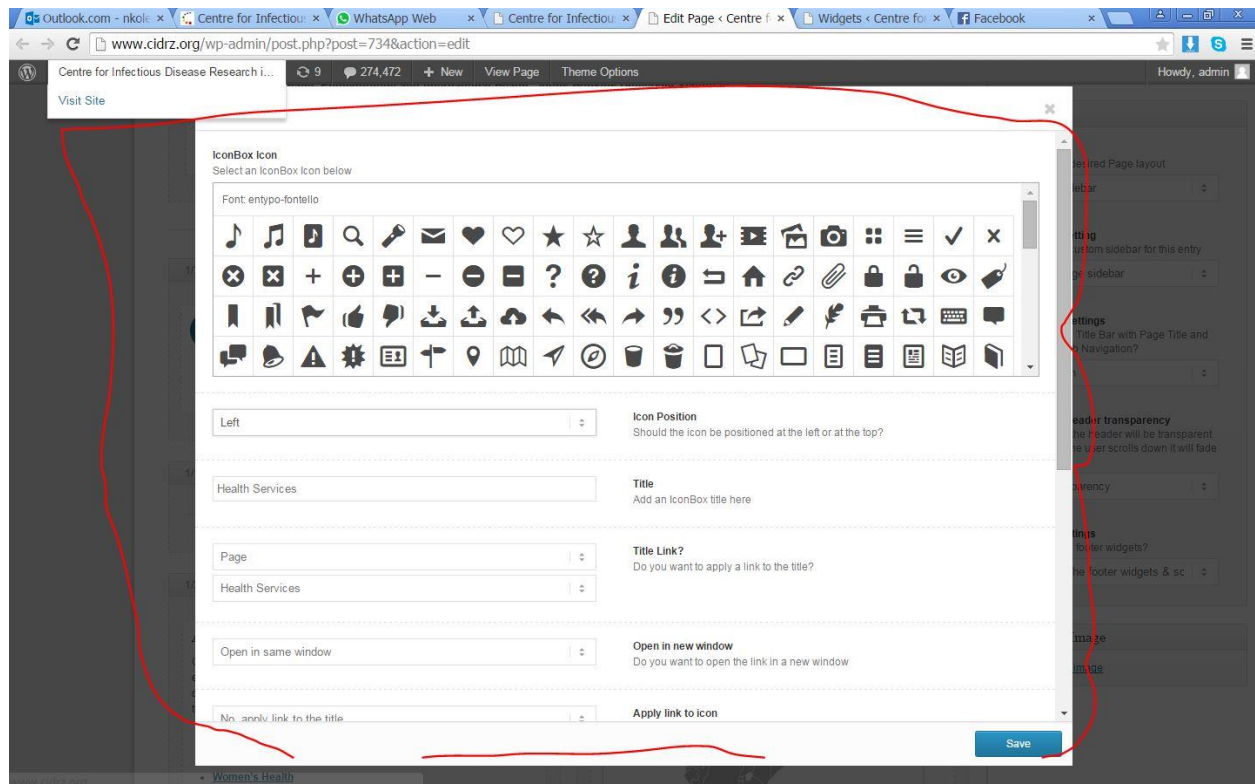
A 'Save' button is located at the bottom right of the modal.

You can specify whether to show the button and set a link for this button. When done click Save.

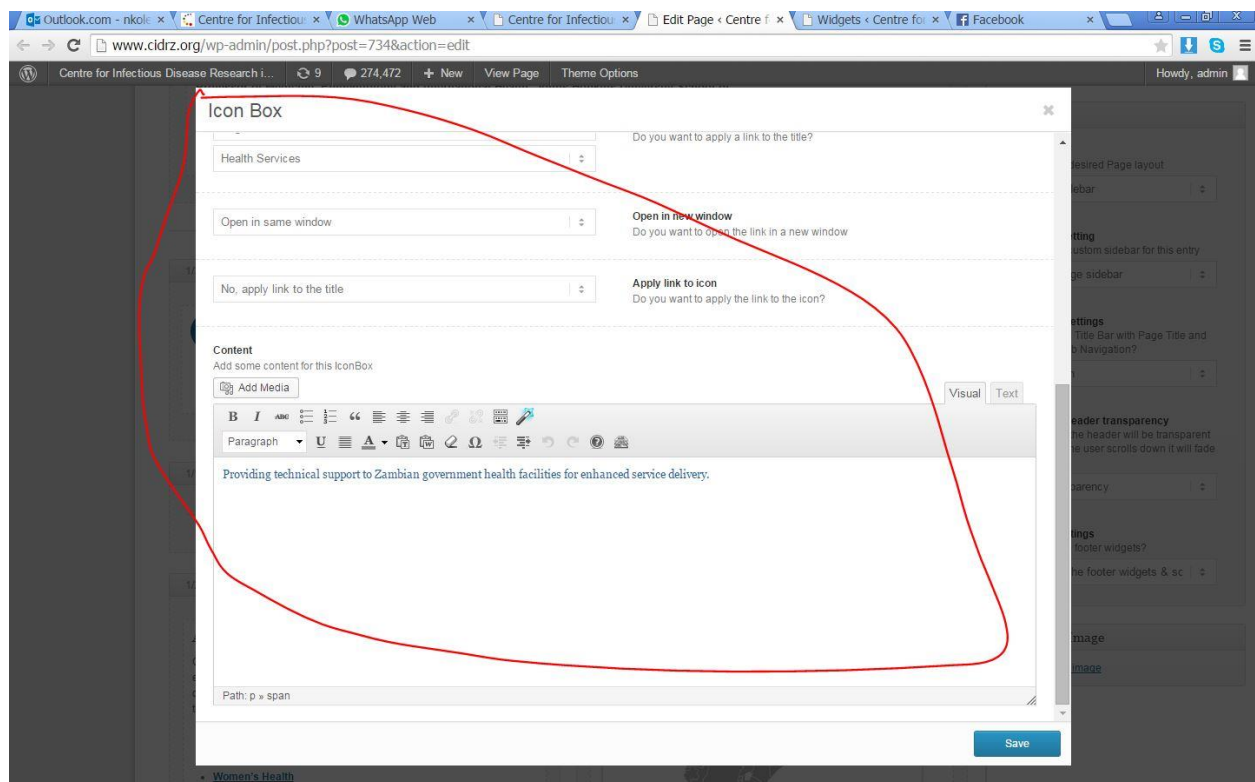
The Icon Boxes are displayed just below the promo box as shown:



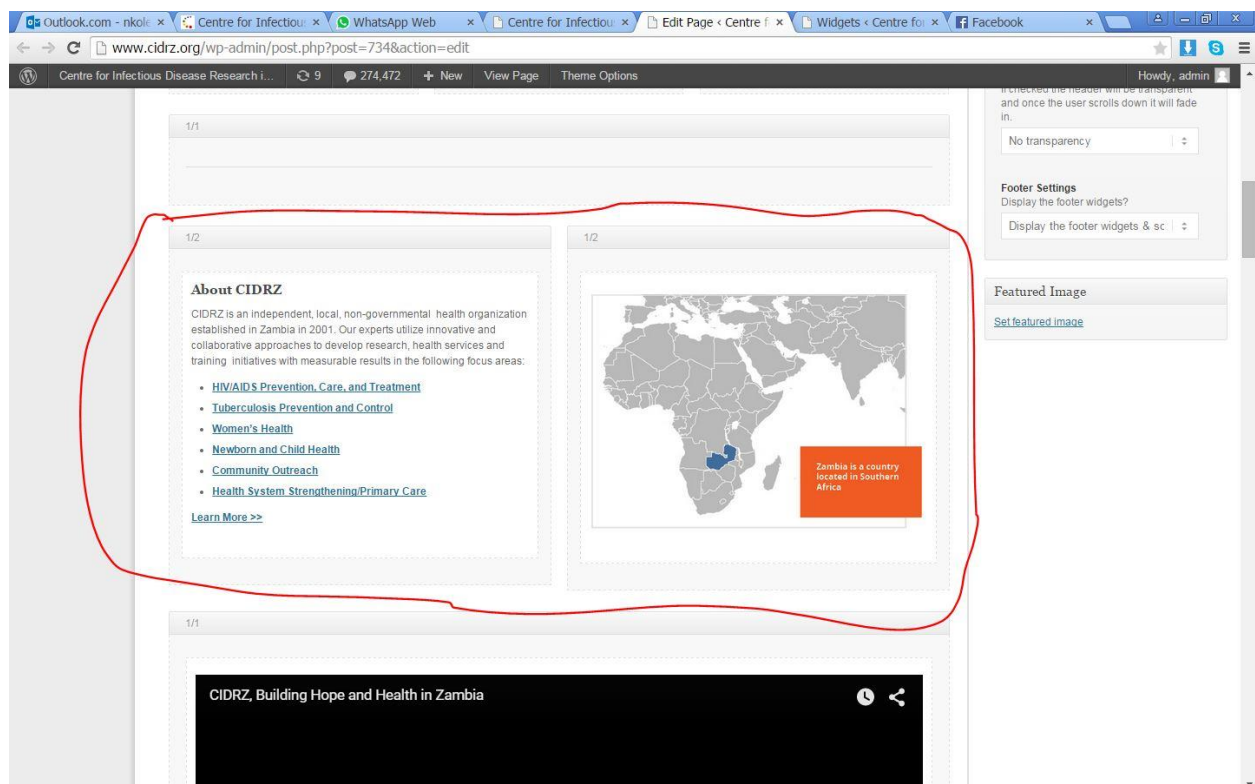
Similar to the promo box, you can edit the contents in each of the icon box for simply clicking on it.



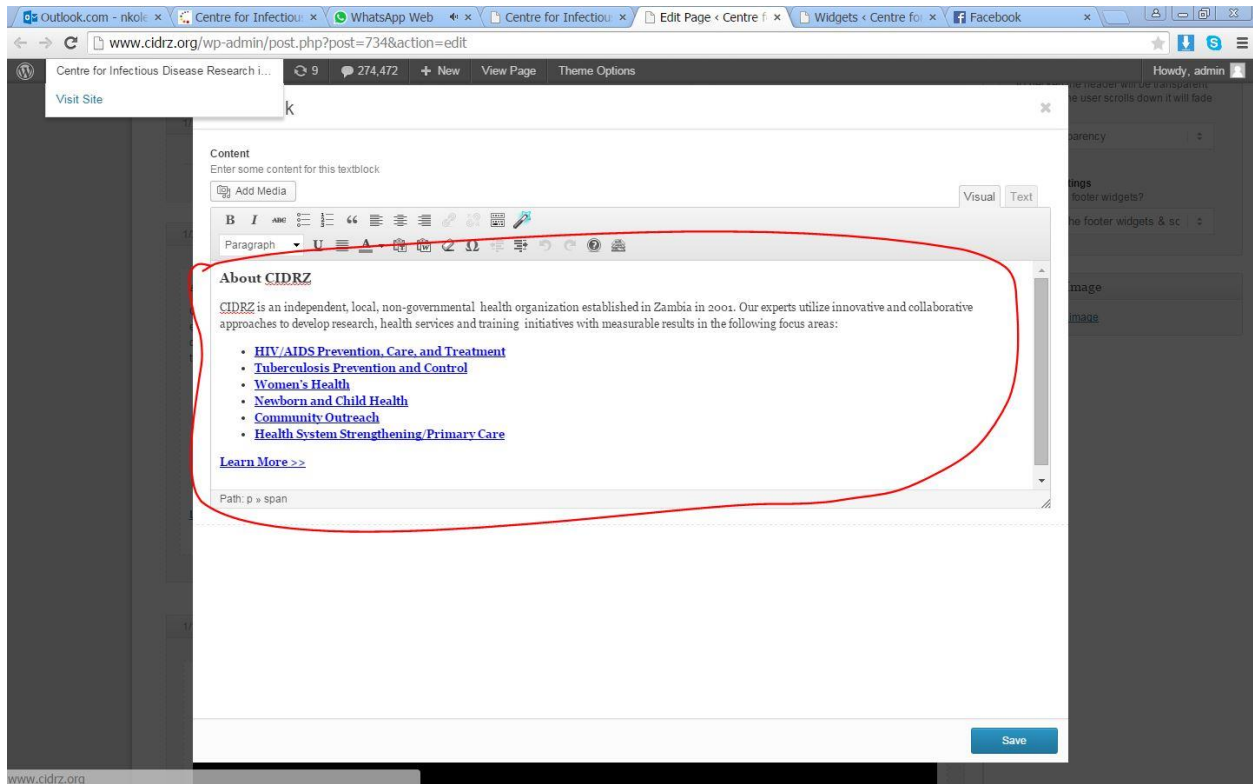
Scroll down for more options:



Make the required changes and when done click Save.

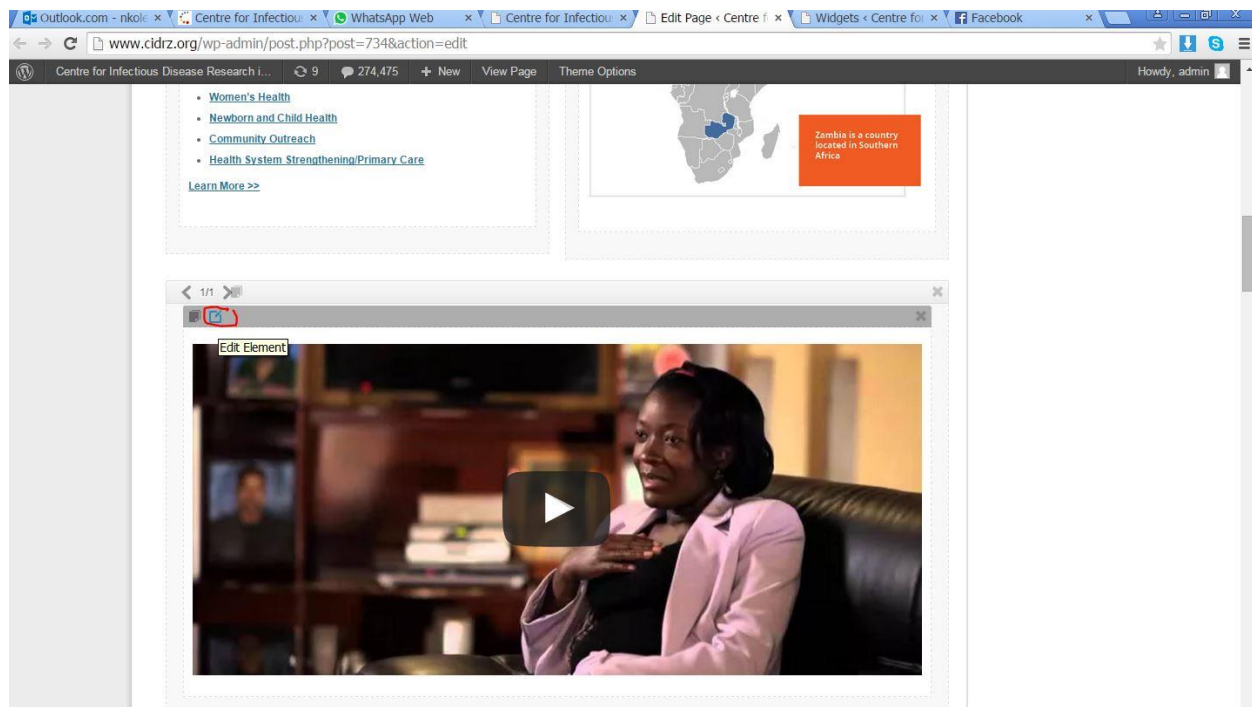


You can also edit the sections highlighted above by simply clicking on them.

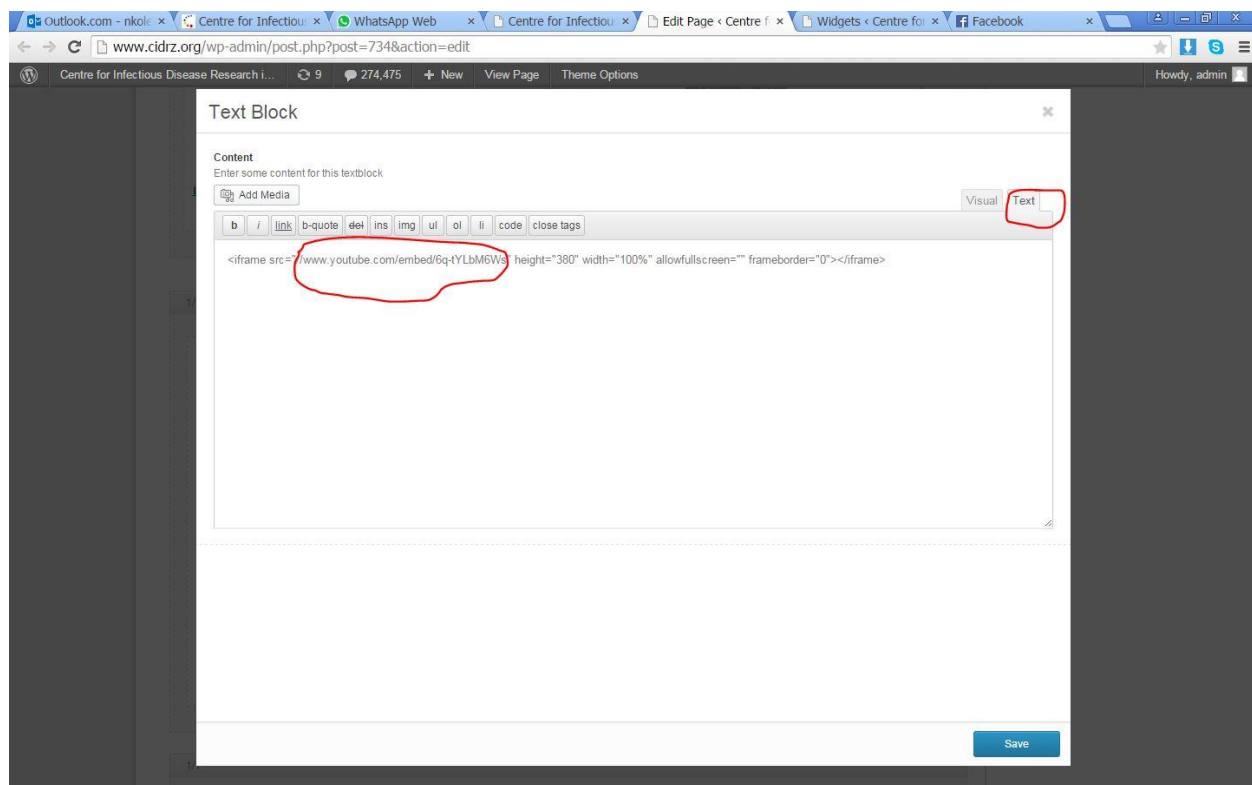


For the YouTube video, the process is similar but a bit different

Clicking the video will play it instead of allowing you to change it so click on the location shown below:



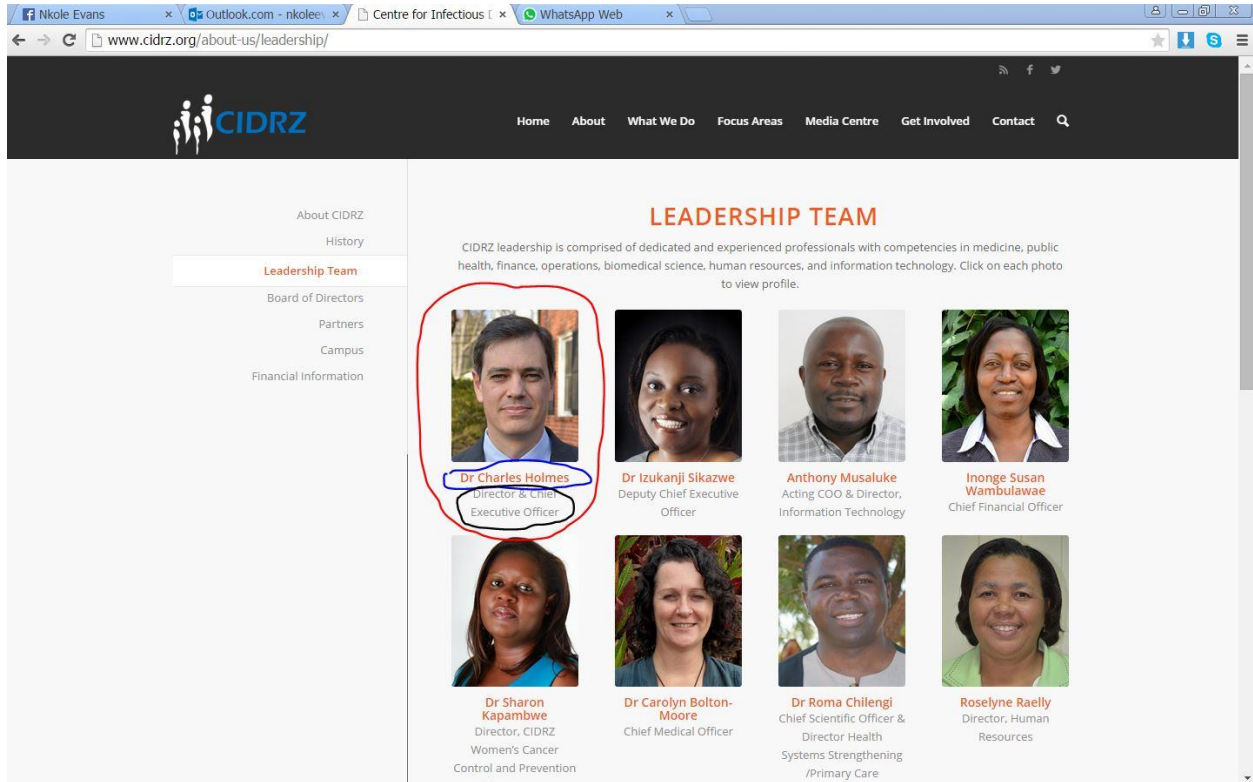
When the small window opens, click on Text to view the code behind the video.



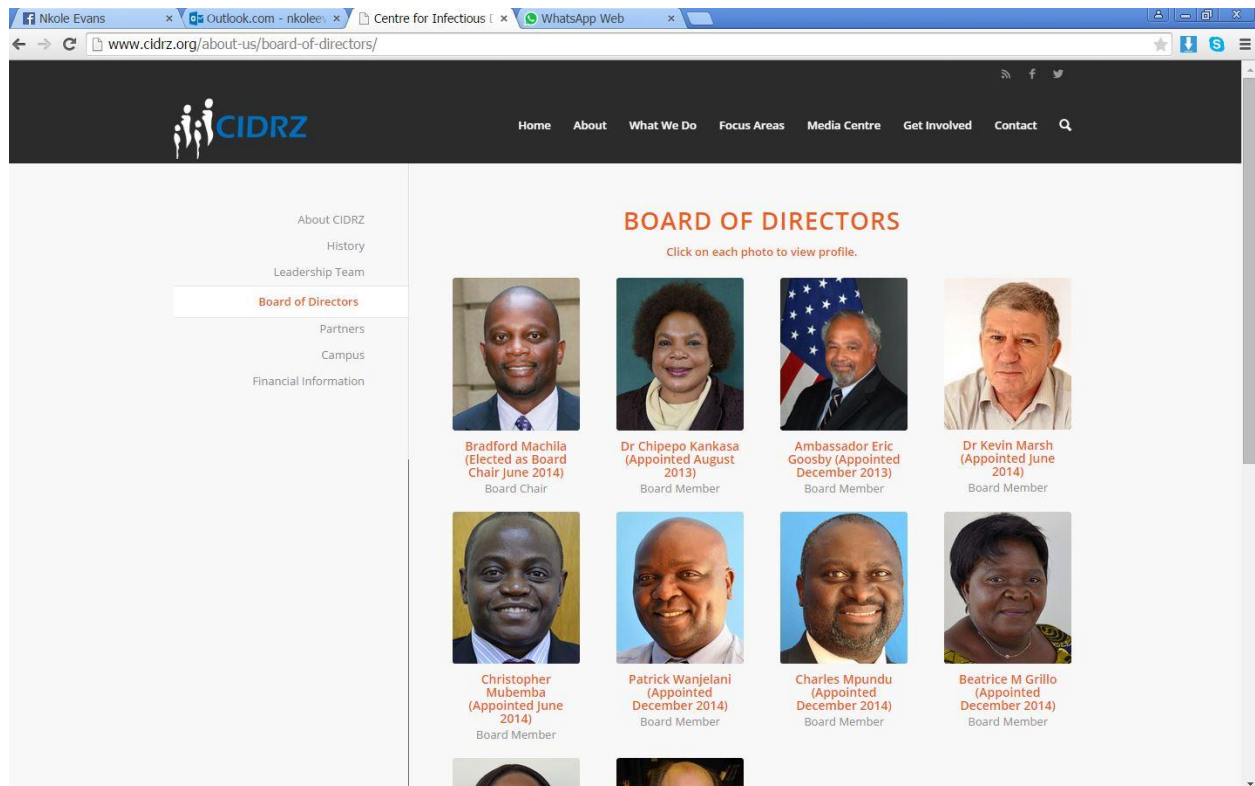
From here you can change the URL of the video to something else. Please just edit the URL, do not change the other parts of that text.

Adding & editing leadership and board members

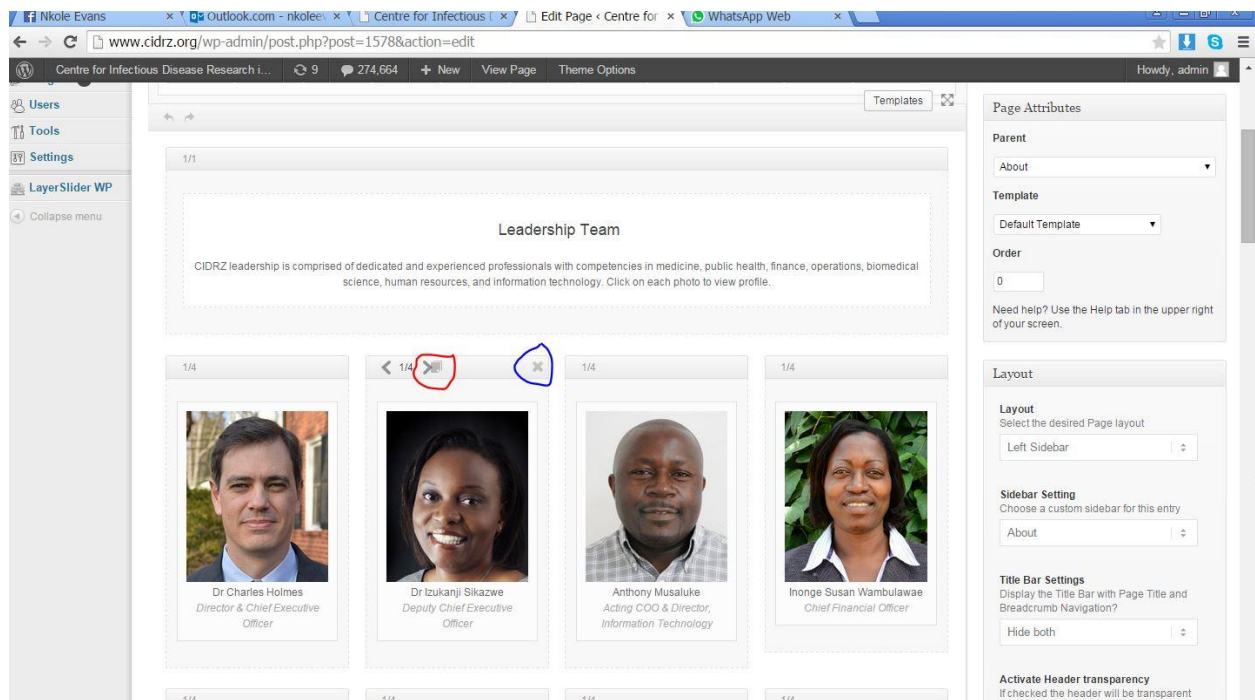
The leadership team and board members pages show the photo, position and name of all members in the leadership team and board respectively as shown below



This page is very similar to the page for board members and they are created the same way.



In the backend the leadership team page appears as follows



You can remove a person by clicking on the X (highlighted in blue). When adding a new person, the recommended action is to duplicate an existing person by clicking on the “clone” button

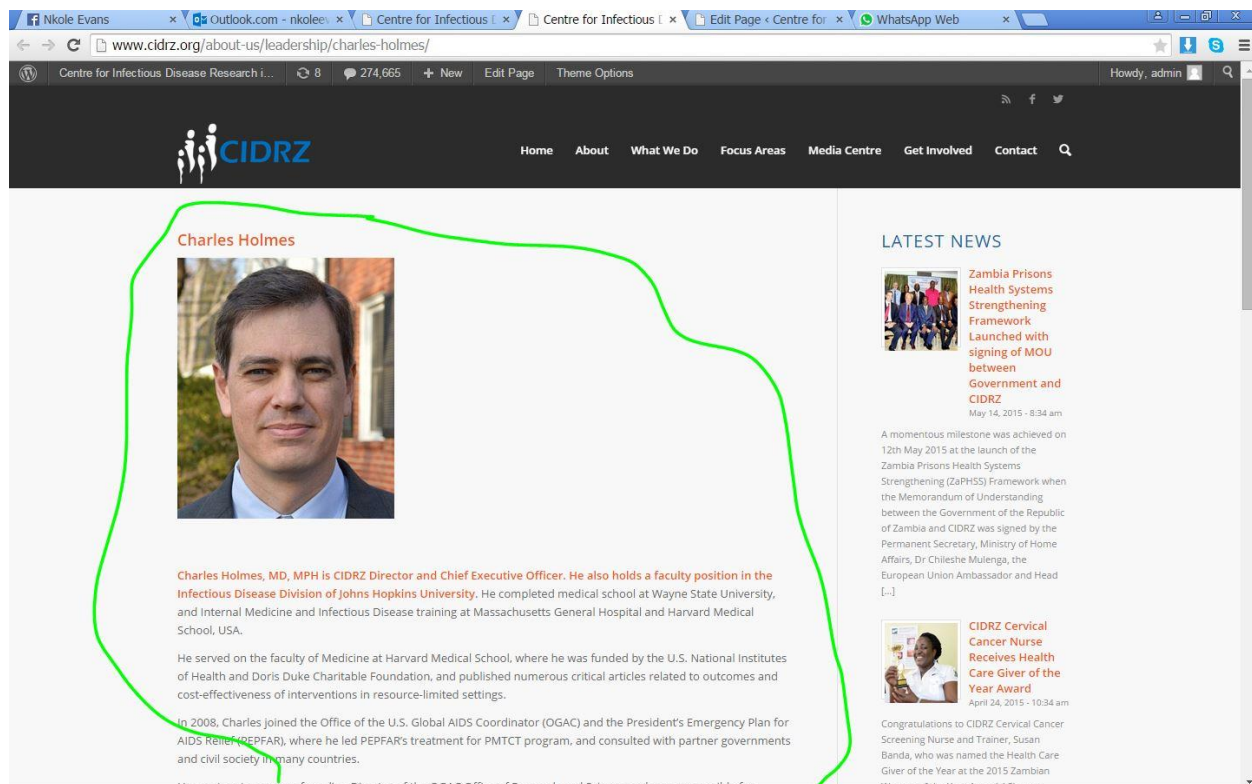
(highlighted in red) so that you don't have to specify all the settings and formatting. This also helps keep the website consistent.

You can move people around by simply dragging to the required position.

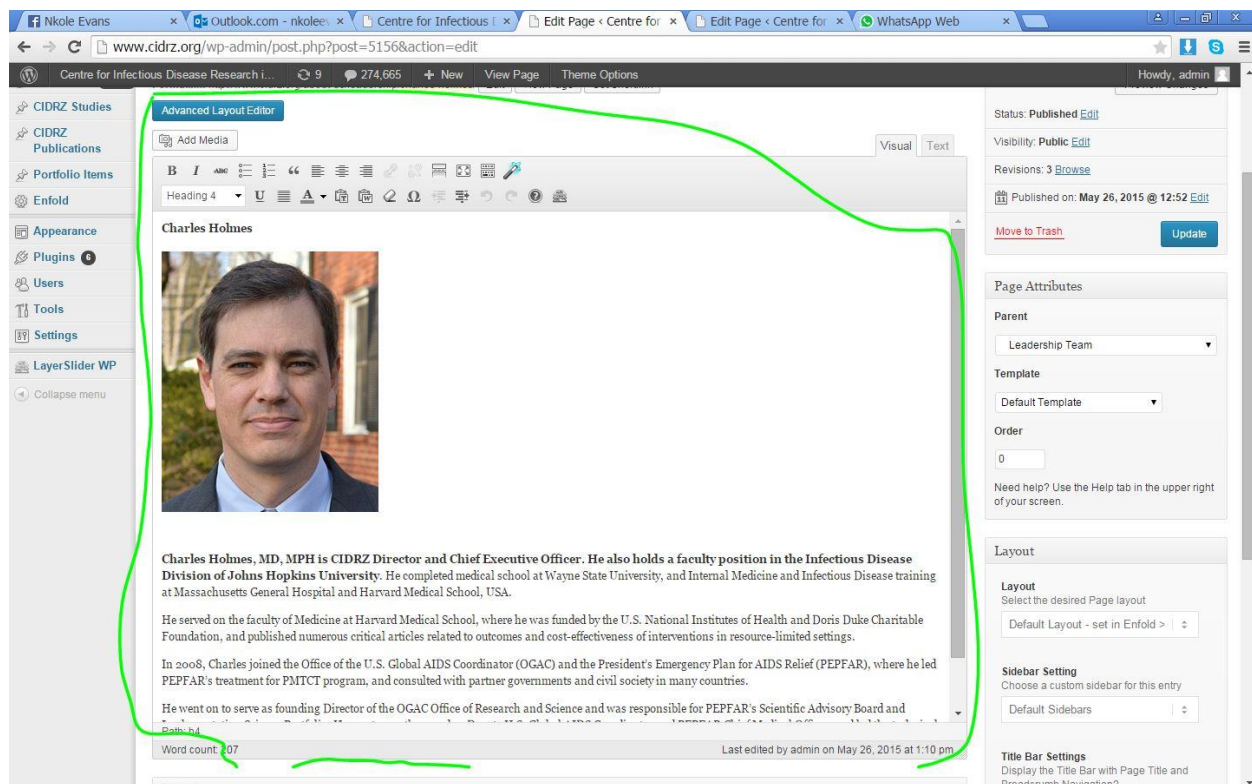
To edit a person, click on their photo. The following window will open

You can specify their photo and position and also select an image for their portrait. The portrait must have a resolution of 250 X 300.

Lastly you need to specify the page that will be opened when someone clicks on this persons portrait. The page is normally a profile for this person. Yu therefore need to create the page for the profile first before coming to this section. The profile page looks like the following:

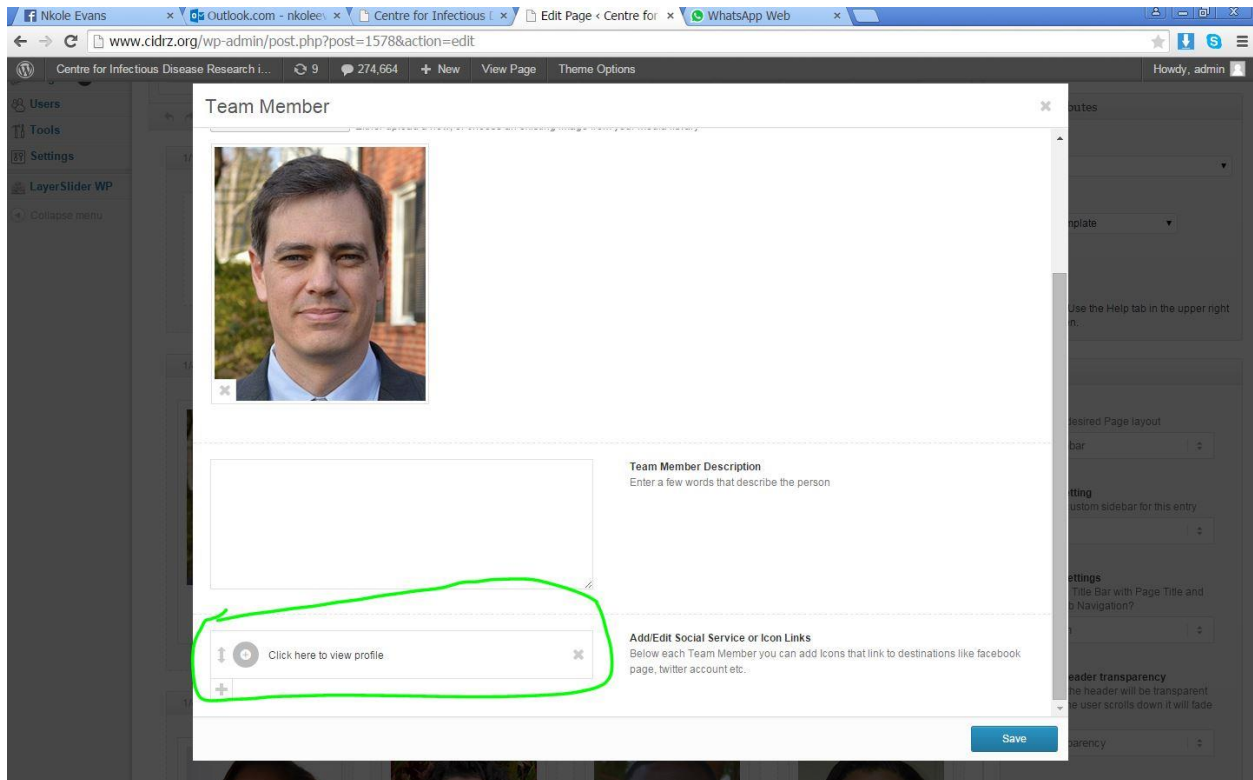


In the backend, it appears as follows:

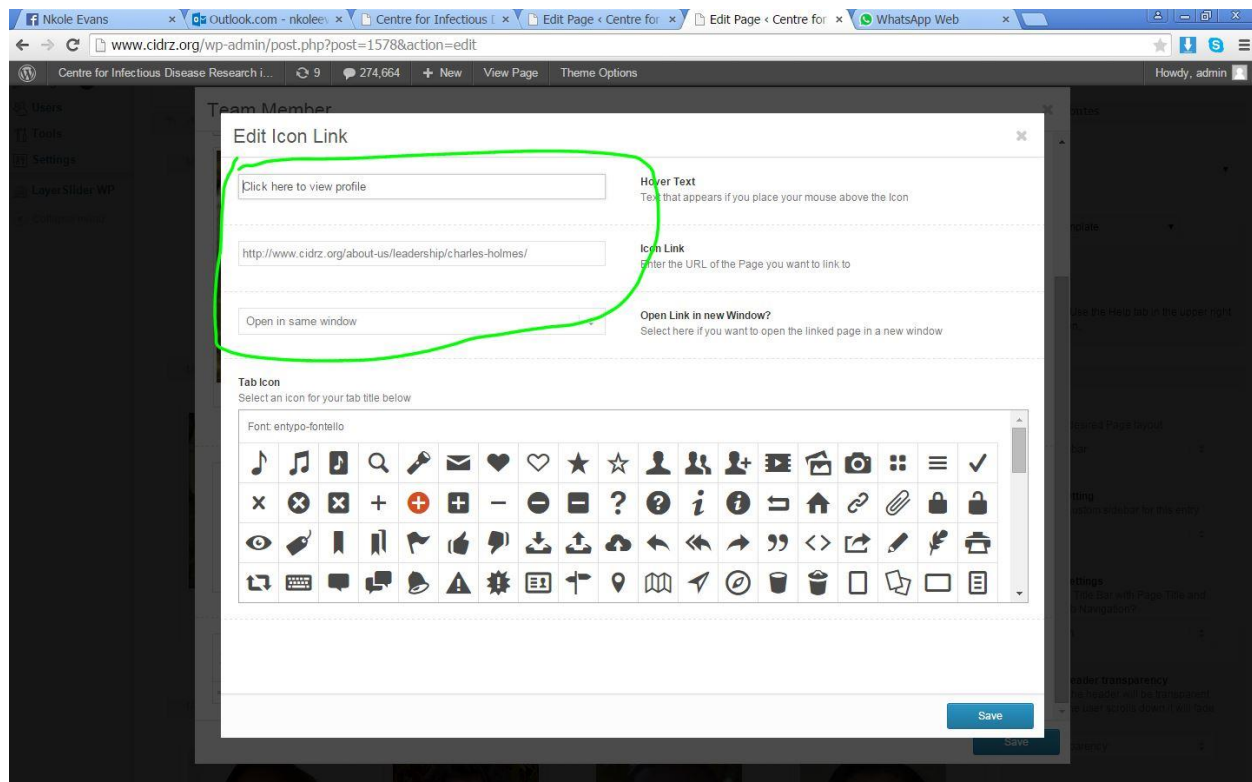


As with other sections of the website, always duplicate an existing item when creating a new one. Thus to create a new profile, open an existing profile and copy all its contents then edit as required. This helps keep the website consistent.

To specify a profile page, scroll down to the highlighted section below:



Click to open the following window



Change the URL to the profile page of the person. When done click save on all the windows you opened.

To make changes active on the website, you must also click update to finally submit the changes to the website.

Adding & editing Publications

To add or manage the publications on the site, go to **CIDRZ Publications**

The screenshot shows the WordPress admin dashboard for 'CIDRZ Publications'. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments (272,961), CIDRZ Studies, CIDRZ Publications (selected), CIDRZ Publications (Add New Publication, CIDRZ Publication Year, CIDRZ Publication Author), Portfolio Items, Enfold, Appearance, Plugins (3), Users, Tools, Settings, and LayerSlider WP. The main content area displays a list of publications with columns for Publication Title, Publication Tags, Author Tags, and Feature Home Page. The list includes 7 items, with 244 total items. The first item is 'A qualitative study of the role of workplace and interpersonal trust in shaping service quality and responsiveness in Zambian primary health centres' from 2015, featured on the home page. The second item is 'Lessons learnt from the first controlled human malaria infection study conducted in Nairobi, Kenya' from 2015, not featured. The third item is 'Rotavirus landscape in Africa-Towards prevention and control: A report of the 8th African rotavirus symposium, Livingstone, Zambia' from 2015, featured. The fourth item is 'Implementation Research for the Prevention of Mother-to-Child HIV Transmission in Sub-Saharan Africa: Existing Evidence, Current Gaps, and New Opportunities' from 2015, not featured. The fifth item is 'Leveraging rapid implementation of an HIV treatment policy to reduce confounding in observational analysis of antiretroviral outcomes' from 2014, not featured. The sixth item is 'Response to 'Is AST-to-platelet ratio index a reliable tool in HIV patients in Africa?'' from 2015, not featured. The seventh item is 'A color-coded tape for uterine height measurement: a tool to identify preterm pregnancies in low resource settings' from 2015, not featured.

Publication Title	Publication Tags	Author Tags	Feature Home Page
<input type="checkbox"/> A qualitative study of the role of workplace and interpersonal trust in shaping service quality and responsiveness in Zambian primary health centres	2015		Yes
<input type="checkbox"/> Lessons learnt from the first controlled human malaria infection study conducted in Nairobi, Kenya	2015		No
<input type="checkbox"/> Rotavirus landscape in Africa-Towards prevention and control: A report of the 8th African rotavirus symposium, Livingstone, Zambia	2015		Yes
<input type="checkbox"/> Implementation Research for the Prevention of Mother-to-Child HIV Transmission in Sub-Saharan Africa: Existing Evidence, Current Gaps, and New Opportunities	2015		No
<input type="checkbox"/> Leveraging rapid implementation of an HIV treatment policy to reduce confounding in observational analysis of antiretroviral outcomes	2014		No
<input type="checkbox"/> Response to 'Is AST-to-platelet ratio index a reliable tool in HIV patients in Africa?'	2015		No
<input type="checkbox"/> A color-coded tape for uterine height measurement: a tool to identify preterm pregnancies in low resource settings	2015		No

From here you can add, delete update all the publications on the site.

To add a new publication, click **Add New Publication**. To edit an existing one, click its title to open it.

Outlook.com - nkolee Centre for Infectious Disease Research I Edit Publication < Cent Centre for Infectious I WhatsApp Web

www.cidrz.org/wp-admin/post.php?post=5198&action=edit

Centre for Infectious Disease Research I 272,981 View Publications Theme Options

Pages

Comments 272,981

CIDRZ Studies

CIDRZ Publications

CIDRZ Publications

Add New Publication

CIDRZ Publication

Year

CIDRZ Publication

Author

Portfolio Items

Enfold

Appearance

Plugins

Users

Tools

Settings

LayerSlider WP

Collapse menu

A qualitative study of the role of workplace and interpersonal trust in shaping service quality and respo

Permalink: <http://www.cidrz.org/cidrz/publications/a-qualitative-...health-centres/> Edit View Publications Get Shortlink

Discussion

☒ Allow comments.

☒ Allow [trackbacks and pingbacks](#) on this page.

Comments

[Add comment](#)

No comments yet.

Details

Authors:

Topp SM, Chipukuma JM.

Path: p » strong

Journal: Health Policy Plan. 2015 May 20; pii: czv041. [Epub ahead of print]

Featured: Yes

Link: <http://www.ncbi.nlm.nih.gov/pubmed/25999586>

Abstract

Publish

Preview Changes

Status: **Published** Edit

Visibility: **Public** Edit

Published on: **May 27, 2015 @ 8:58** Edit

[Move to Trash](#) [Update](#)

CIDRZ Publication Year

All Publication Years Most Used

☒ 2015

☐ 1999

☐ 2000

☐ 2001

☐ 2002

☐ 2003

☐ 2004

☐ 2005

☐ 2006

☐ 2007

[Add New Publication Year](#)

CIDRZ Publication Author

All Publication Authors Most Used

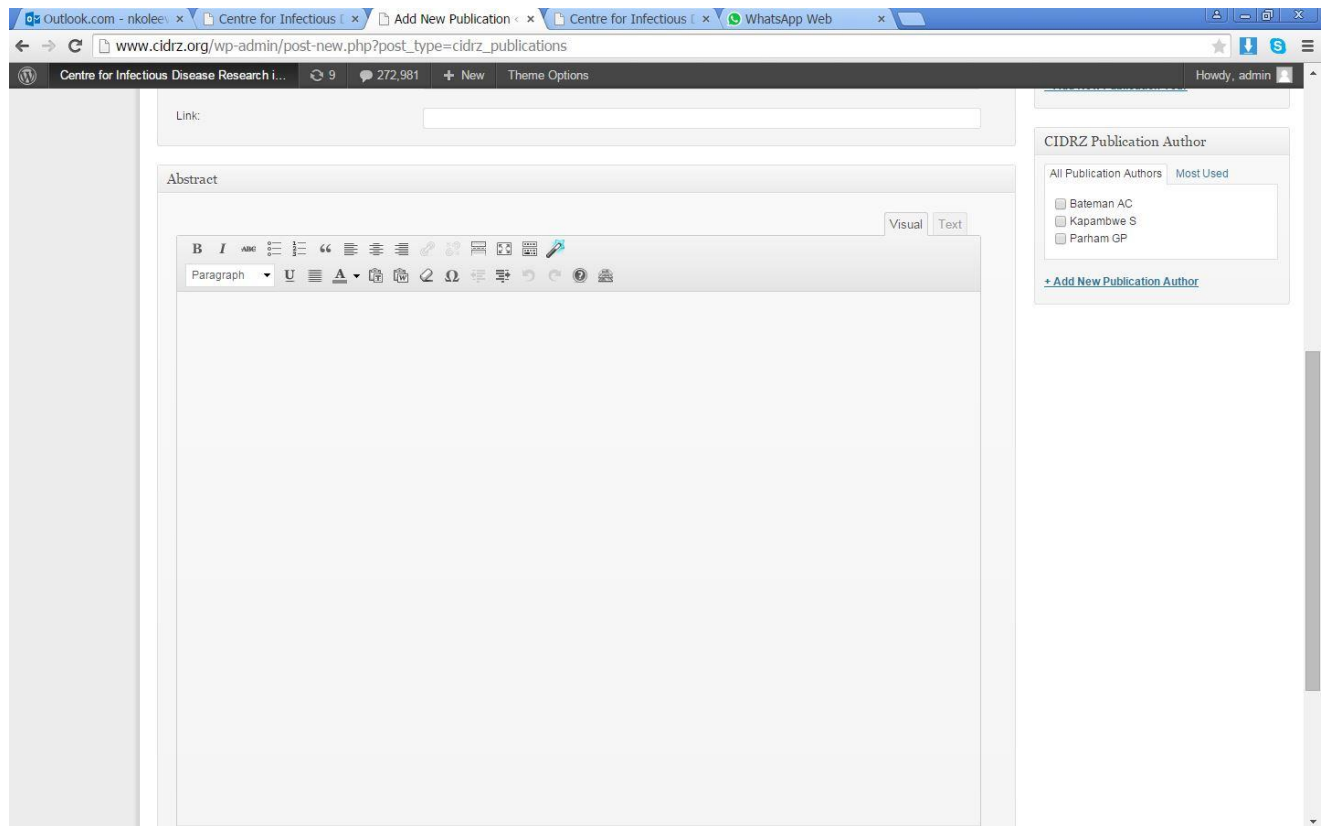
☐ Bateman AC

☐ Kapambwe S

☐ Parham GP

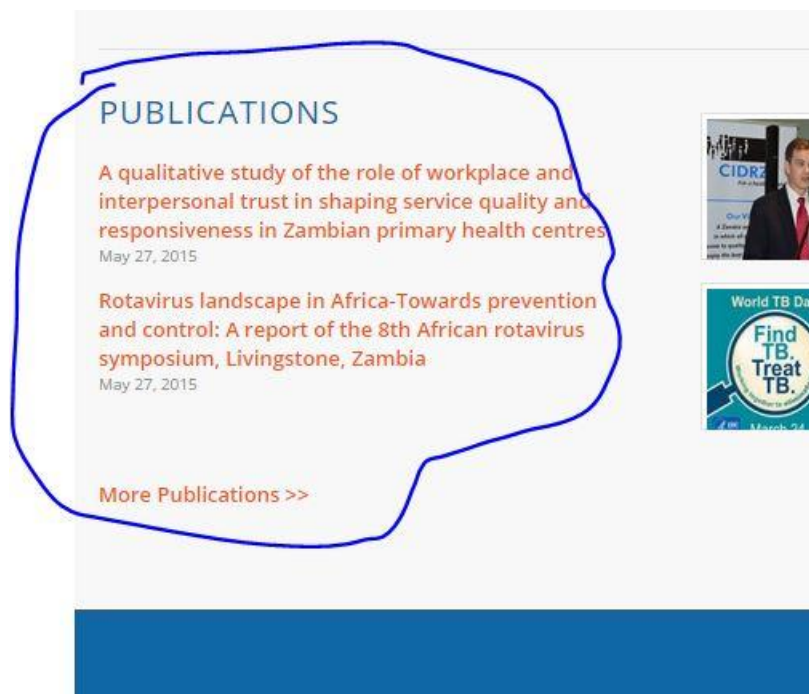
[Add New Publication Author](#)

Provide all the details for the publication.



You can enter the abstract above.

When you set **Featured** to **Yes**, the publication will appear on the home page of the website as shown below:

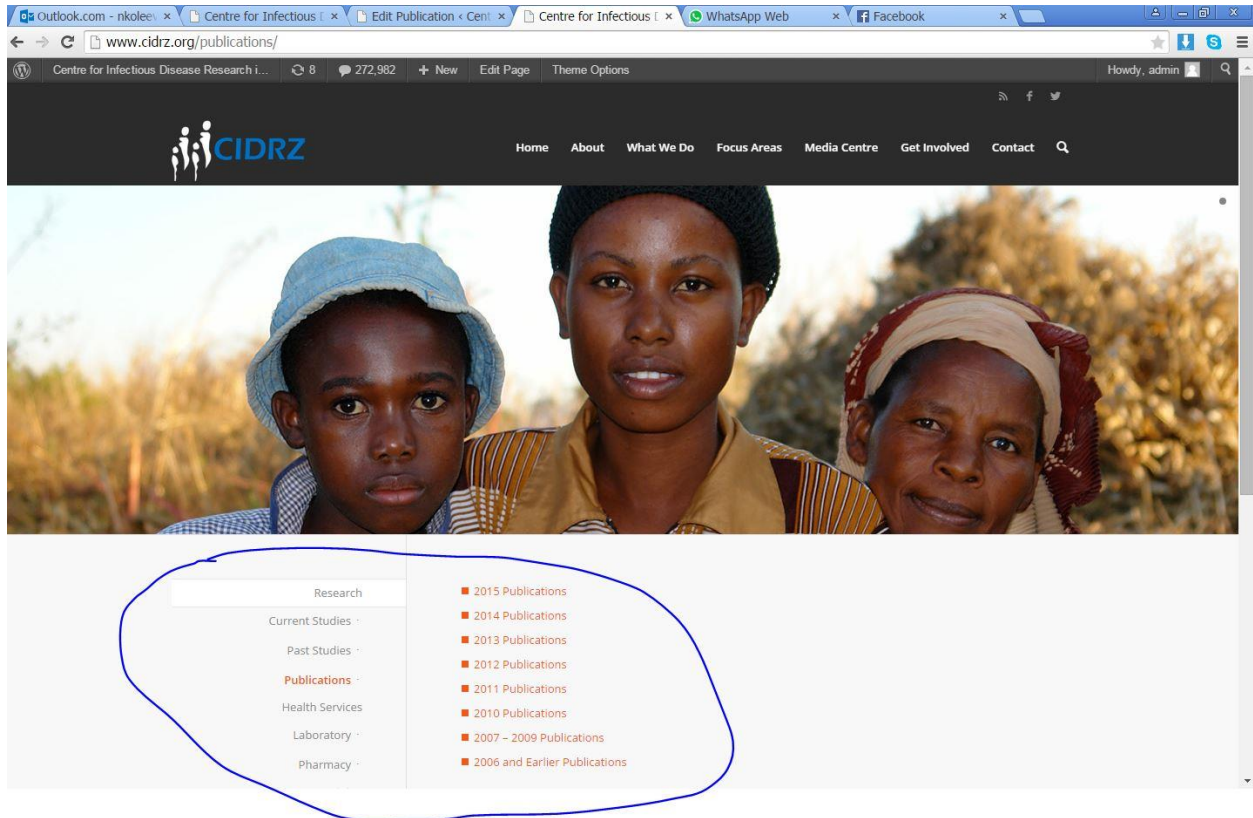


The website only shows two publications on the home page which have been recently published so the publication will eventually fall off as more are published and marked featured. You can change how many are displayed by going to widgets

After you have provided all the required details for the publication, you have to click **Publish**.

This will add the publication to the website. If it's featured, it will show on the home page as well.

You can see publications here:



The screenshot shows the CIDRZ website with a navigation menu on the left and a main content area. The '2015 PUBLICATIONS' section is highlighted with a blue circle. The table below lists four publications from 2015. The 'LATEST NEWS' section on the right features two articles: 'Zambia Prisons Health Systems Strengthening Framework Launched with signing of MOU between Government and CIDRZ' and 'CIDRZ Cervical Cancer Nurse Receives Health Care Giver of the Year Award'.

NO	TITLE	AUTHORS	YEAR
1	A color-coded tape for uterine height measurement: a tool to identify preterm pregnancies in low resource settings	Althabe F, Berrueta M, Hemingway-Foday J, Mazzoni A, Bonorino CA, Gowdak A, Gibbons L, Bellad MB, Metgud MC, Goudar S, Kodkany BS, Derman RJ, Saleem S, Iqbal S, Ala SH, Goldenberg RL, Chomba E, Manasyan A , Chiwila M, Imenda E, Mbewe F, Tshetu A, Lokomba V, Bose CL, Moore J, Meleth S, McClure EM, Koso-Thomas M, Buekens P, Bellán JM.	2015
2	A qualitative study of the role of workplace and interpersonal trust in shaping service quality and responsiveness in Zambian primary health centres	Topp SM , Chipukuma JM.	2015
3	Acute EEG findings in HIV-infected Zambian adults with new-onset seizure	Siddiqi OK, Elafros MA, Sikazwe I , Birbeck GL, Kalungwana L, Potchen MJ, Bositis CM, Koranik IJ, Theodore WH.	2015
4	Characterization of HIV drug resistance mutations among patients failing first-line	Seu L , Mulenga LB, Siwanga M, Sikazwe I , Lambwe N, Guffey MB, Chi BH .	2015

Showing publications on the website

See the relevant sections on how to add pages and articles.

On any page or article you can type a certain code to display publications. This code is called a shortcode and is as follows:

```
[cidrzpublications year='2015']
```

This will display all the publications in the year 2015. You can change the year to whatever you like. If you open the page for 2015 publications, you will see the following on the site:

Outlook.com - nkolee Centre for Infectious WhatsApp Web Centre for Infectious Edit Page Centre for Facebook

www.cidrz.org/2015-publications/

Centre for Infectious Disease Research i... 274,469 + New Edit Page Theme Options

Howdy, admin

CIDRZ

Home About What We Do Focus Areas Media Centre Get Involved Contact

2015 PUBLICATIONS

NO	TITLE	AUTHORS	YEAR
1	A color-coded tape for uterine height measurement: a tool to identify preterm pregnancies in low resource settings	Althabe F, Berrueta M, Hemingway-Foday J, Mazzoni A, Bonorino CA, Gowdak A, Gibbons L, Bellad MB, Metgud MC, Goudar S, Kodkany BS, Derman RJ, Saleem S, Iqbal S, Ala SH, Goldenberg RL, Chomba E, Manasyan A , Chiwila M, Imenda E, Mbewe F, Tshefu A, Lokomba V, Bose CL, Moore J, Meleth S, McClure EM, Koso-Thomas M, Buekens P, Belizán JM.	2015
2	A qualitative study of the role of workplace and interpersonal trust in shaping service quality and responsiveness in Zambian primary health centres	Topp SM , Chipukuma JM.	2015
3	Acute EEG findings in HIV-infected Zambian adults with new-onset seizure	Siddiqi OK, Elafros MA, Sikazwe I , Birbeck GL, Kalungwana L, Potchen MJ, Bositis CM, Koralnik IJ, Theodore WH.	2015
4	Characterization of HIV drug resistance mutations among patients failing first-line antiretroviral therapy from a tertiary referral center in Lusaka, Zambia	Seu L, Mulenga LB, Siwlingwa M, Sikazwe I , Lambwe N, Guffey MB, Chi BH .	2015
5	Elevated AST-to-platelet ratio	Vinikoor MJ , Sinkala E, Mweemba A, Zanolini A , Mulenga	2015

LATEST NEWS

Zambia Prisons Health Systems Strengthening Framework Launched with signing of MOU between Government and CIDRZ
May 14, 2015 - 8:34 am

A momentous milestone was achieved on 12th May 2015 at the launch of the Zambia Prisons Health Systems Strengthening (ZaPHSS) Framework when the Memorandum of Understanding between the Government of the Republic of Zambia and CIDRZ was signed by the Permanent Secretary, Ministry of Home Affairs, Dr Chileshe Mulenga, the European Union Ambassador and Head [...]

CIDRZ Cervical Cancer Nurse Receives Health Care Giver of the Year Award
April 24, 2015 - 10:34 am

Congratulations to CIDRZ Cervical Cancer Screening Nurse and Trainer, Susan Banda, who was named the Health Care Giver of the Year at the 2015 Zambian

However in the backend this page appears like this:

Outlook.com - nkolee Centre for Infectious WhatsApp Web Centre for Infectious Edit Page Centre for Facebook

www.cidrz.org/wp-admin/post.php?post=4893&action=edit&message=1

Centre for Infectious Disease Research i... 274,469 + New View Page Theme Options

Howdy, admin

WordPress 4.2.2 is available! Please update now.

Screen Options Help

Visit Site

Posts Media Pages

All Pages Add New

Comments 274,469

CIDRZ Studies

CIDRZ Publications

Portfolio Items

Enfold

Appearance

Plugins 6

Users

Tools

Settings

LayerSlider WP

Collapse menu

www.cidrz.org

Edit Page

Add New

Download the Custom Login Bundle and save over \$200! | Dismiss notice

Page updated. View page

2015 Publications

Permalink: <http://www.cidrz.org/2015-publications/> Edit View Page Get Shortlink

Advanced Layout Editor

Add Media

Visual Text

2015 Publications

`[cidrzpublications year='2015']`

Publish

Preview Changes

Status: **Published** Edit

Visibility: **Public** Edit

Revisions: 3 Browse

Published on: **Feb 4, 2015 @ 12:28** Edit

Move to Trash Update

Page Attributes

Parent: (no parent)

Template: Default Template

Order: 0

Need help? Use the Help tab in the upper right of your screen.

Layout

Changing Website Title and other Website Settings

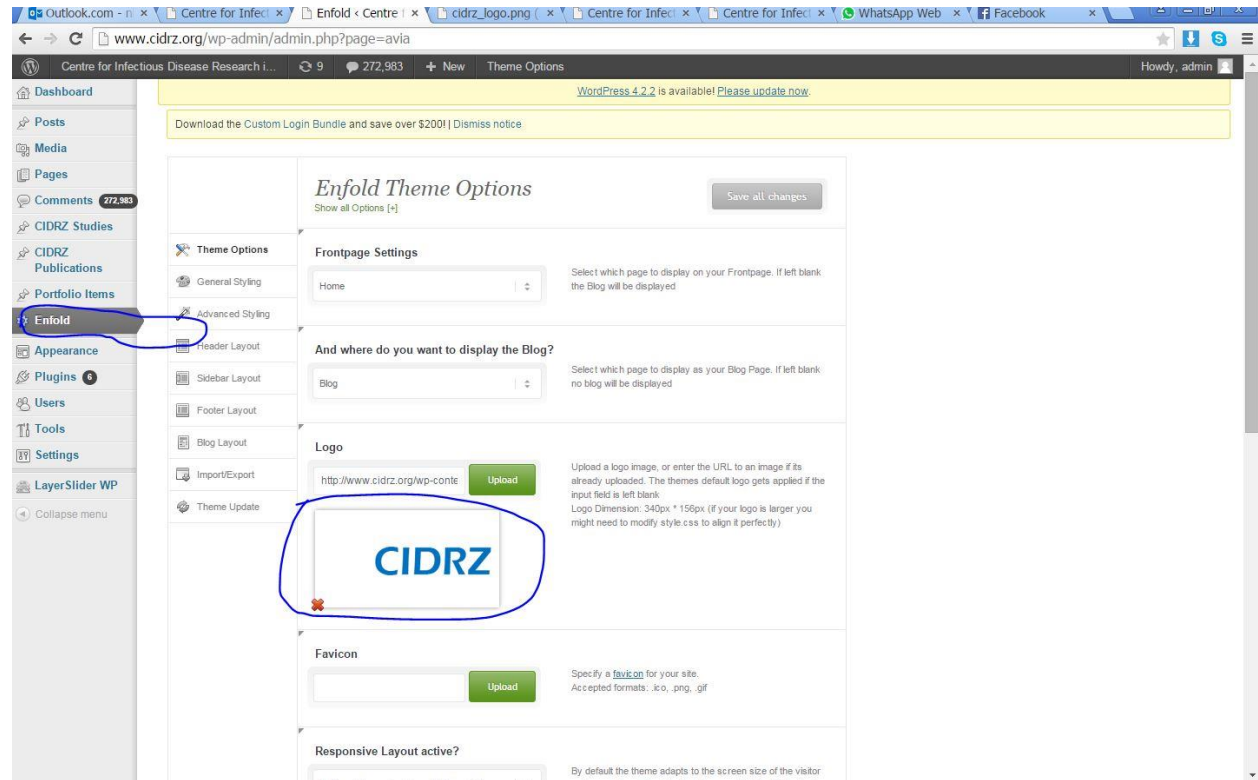
To change the title of the website and other settings, go to **Settings**

The screenshot shows the WordPress 'General Settings' page. The browser's address bar displays 'www.cidrz.org/wp-admin/options-general.php'. The left sidebar contains a menu with 'Settings' highlighted. The main content area is titled 'General Settings' and includes a yellow notification bar at the top stating 'WordPress 4.2.2 is available! Please update now.' Below this, another yellow bar says 'Download the Custom Login Bundle and save over \$200! | Dismiss notice'. The 'Site Title' field is circled in blue and contains the text 'Centre for Infectious Disease Research in Zambia (CIDRZ)'. Other visible settings include 'Tagline' (For a Healthy Zambia.....), 'WordPress Address (URL)' (http://www.cidrz.org), 'Site Address (URL)' (http://www.cidrz.org), 'E-mail Address' (webmaster@cidrz.org), 'Membership' (Anyone can register), 'New User Default Role' (Subscriber), 'Timezone' (UTC+0), 'Date Format' (June 3, 2015), and 'Time Format' (2:29 pm).

Click **Save Changes** when done.

Changing the Logo and Website Colors

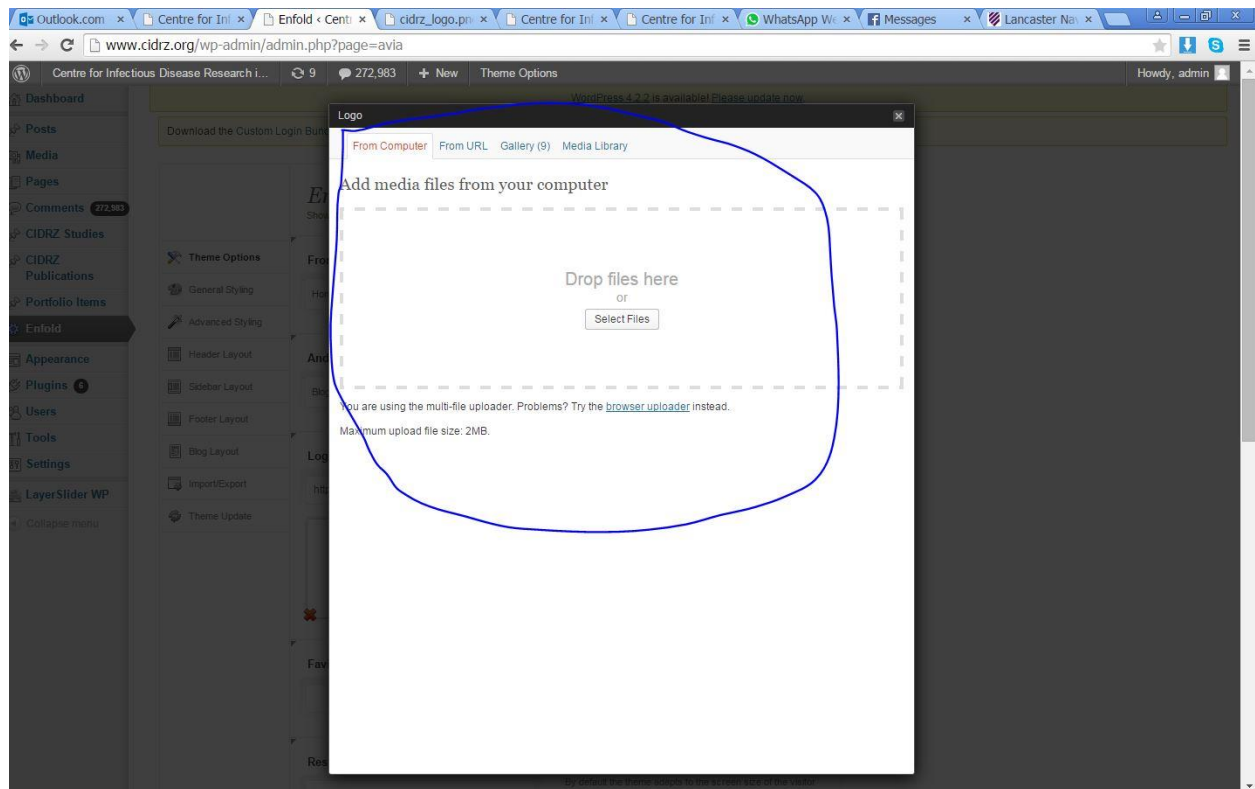
The website uses a customized premium theme called **Enfold** which allows you to change the logo and some website colors without any programming.



Please note that the layout and appearance of the Enfold theme used on the CIDRZ website has been heavily modified through programming to fit CIDRZ's corporate image and brand and changing colors here is not recommended as it may yield unexpected results which damage the layout of the website.

To change the logo, click Upload as highlighted above.

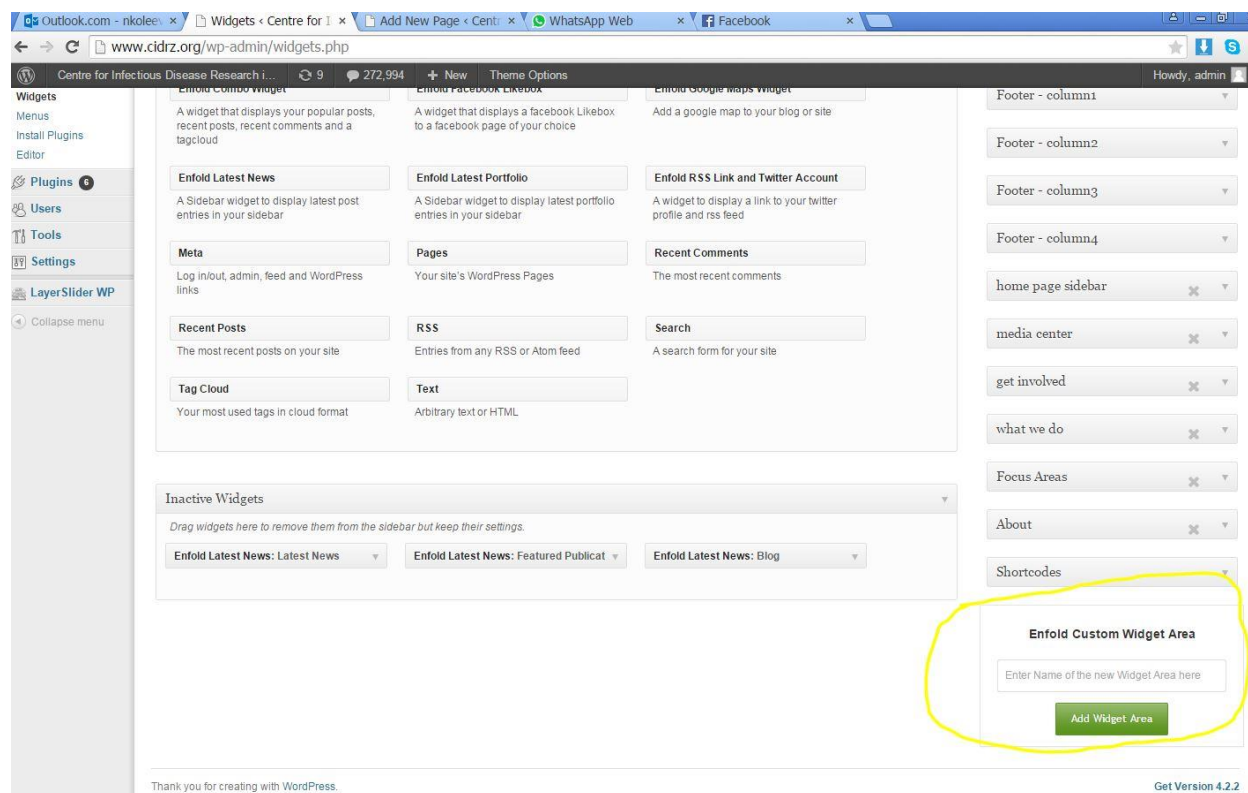
The following window will open which allows you to easily upload an image from your computer using drag and drop.



For good results, the image you upload must have a resolution of 200 X 100. The logo will blend in nicely with the website if it has a transparent background. Only PNG and GIF files support transparent backgrounds.

Adding & editing sidebars

To create a sidebar, you have to go to **Appearance > Widgets**. Under **Enfold Custom Widget Area** Type in the sidebar name, then click **Add Widget Area**.



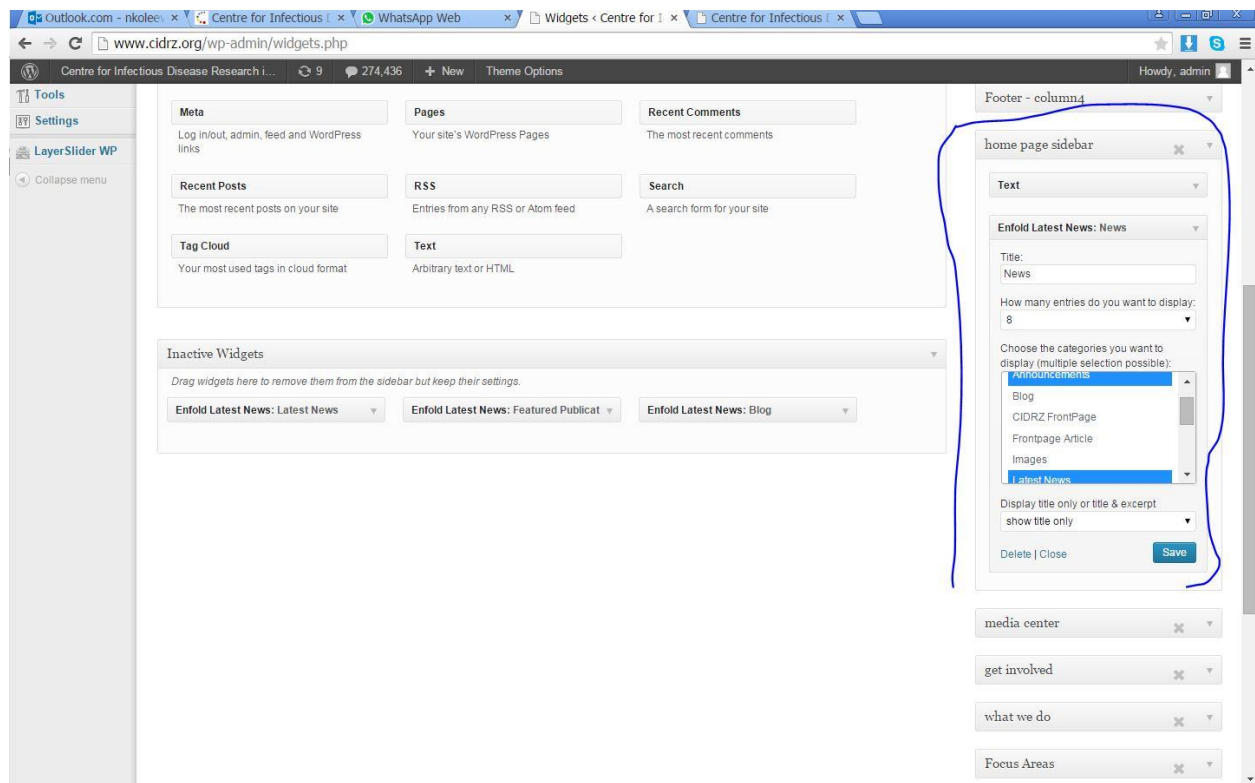
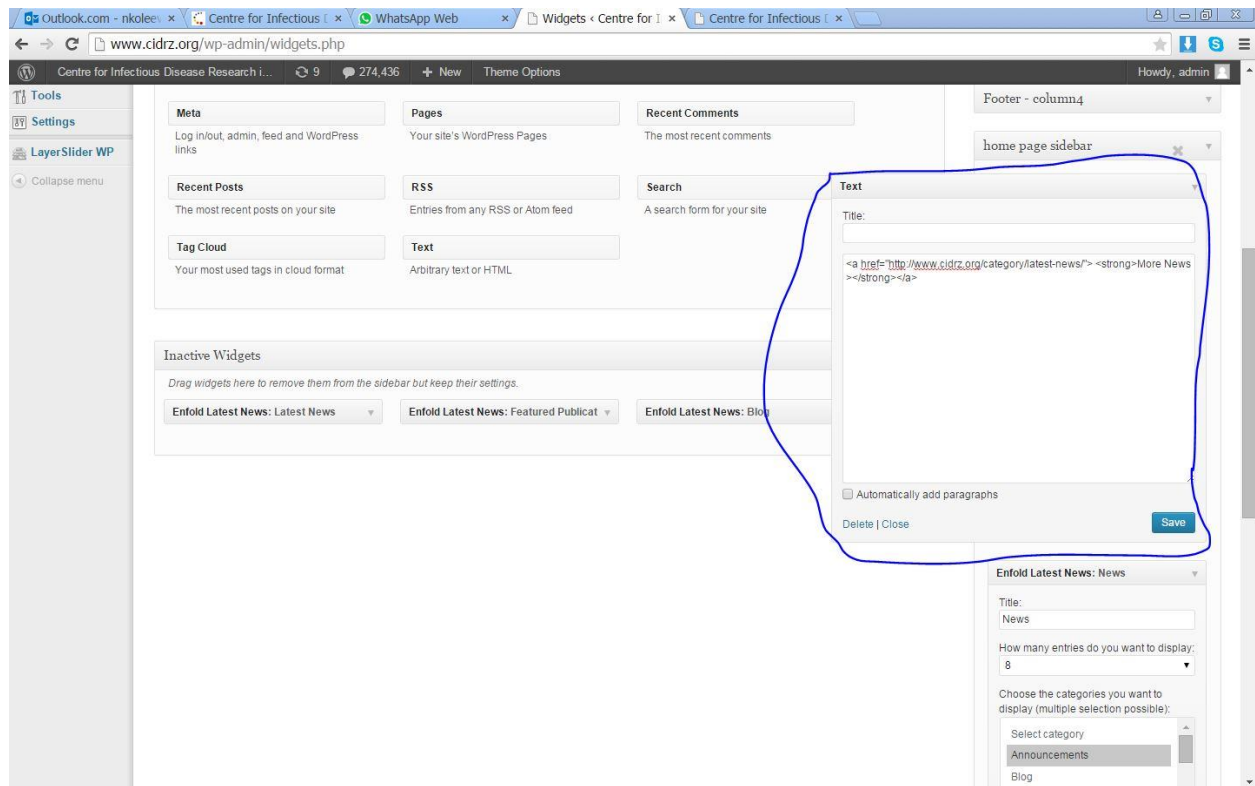
To add items to this sidebar, simply expand the sidebar you created and drag and drop items onto it. The items you add to the sidebar is what will be displayed when this sidebar is assigned to a page.

Changing number of displayed Publications, News and Blog items

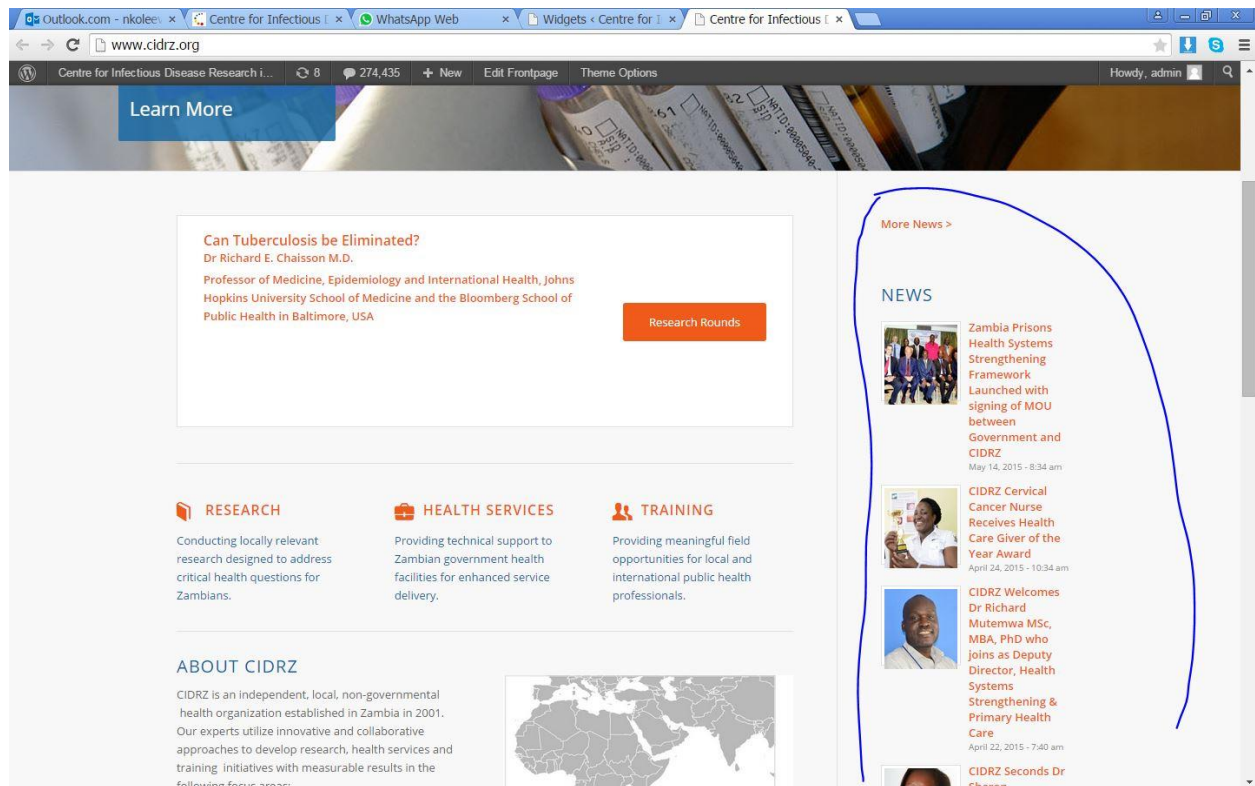
For the home page sidebar, we created it follows (see the previous section for details on creating a side bar):

1. Drag the **Text** widget, don't give it any title, then simply put in a link to the news section of the site. The code for this is `More News `
2. Drag the **Enfold Latest News** widget, give it a title of **News**, set it to show the **Latest News** and **Announcements** categories and a maximum of 4 items

See below image for guidance:

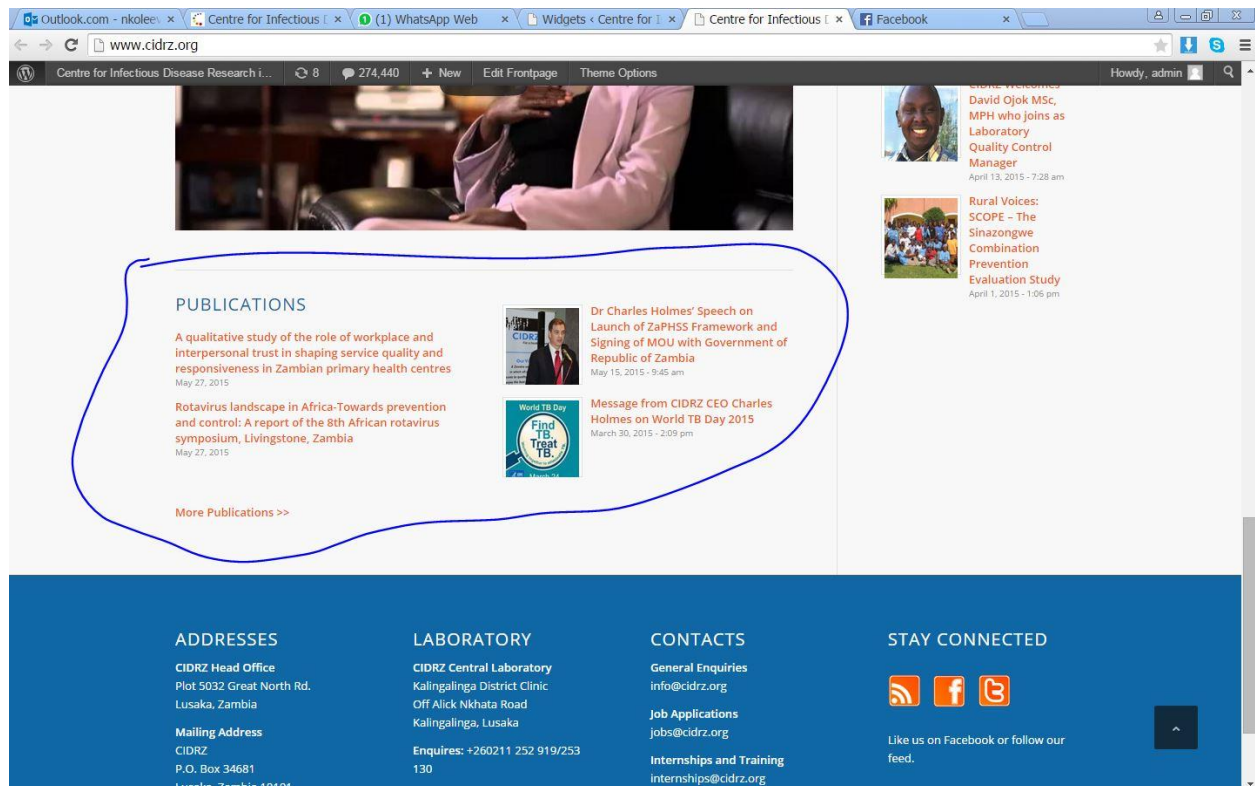


Once you are done with your side bar, you choose it when you are creating a page. See the Adding Pages section for more details.



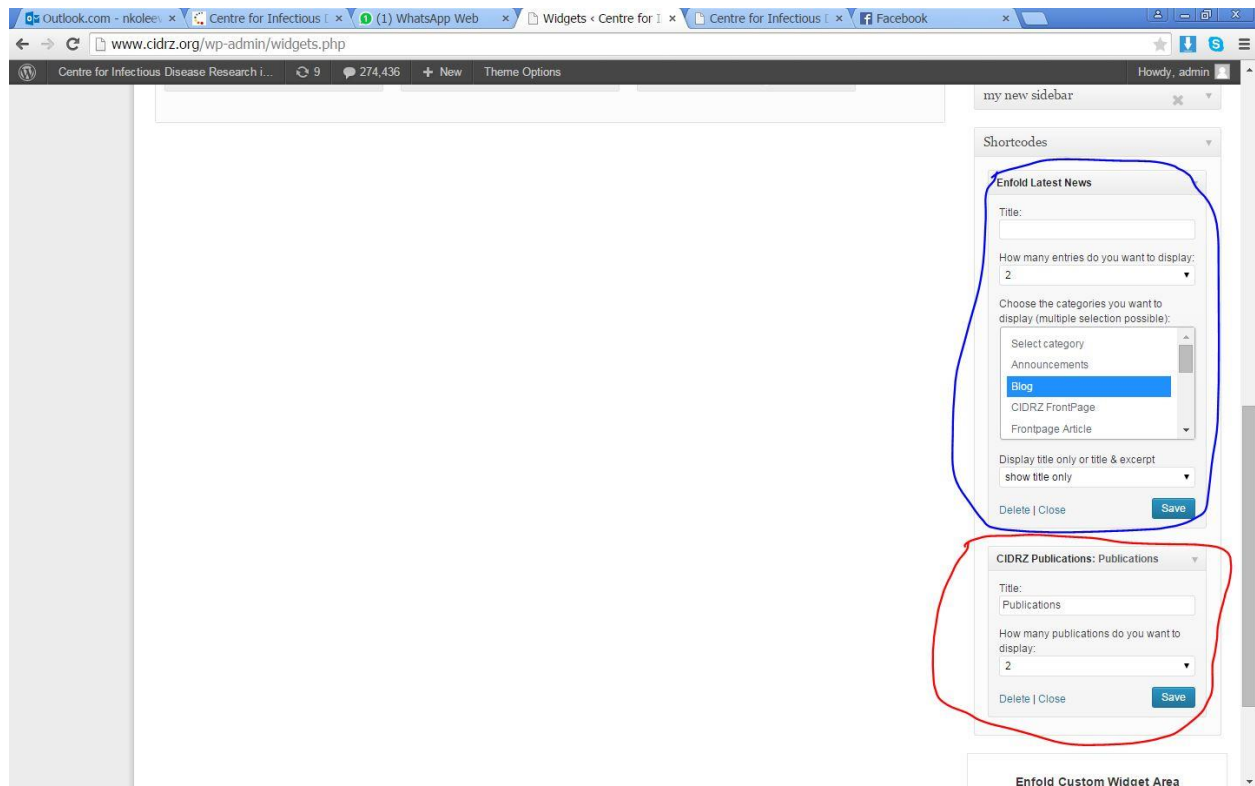
Therefore to change how many news and announcement items are displayed, you have to come here again and simply change the entries to another number.

For publications and blog, they are displayed as follows on the site



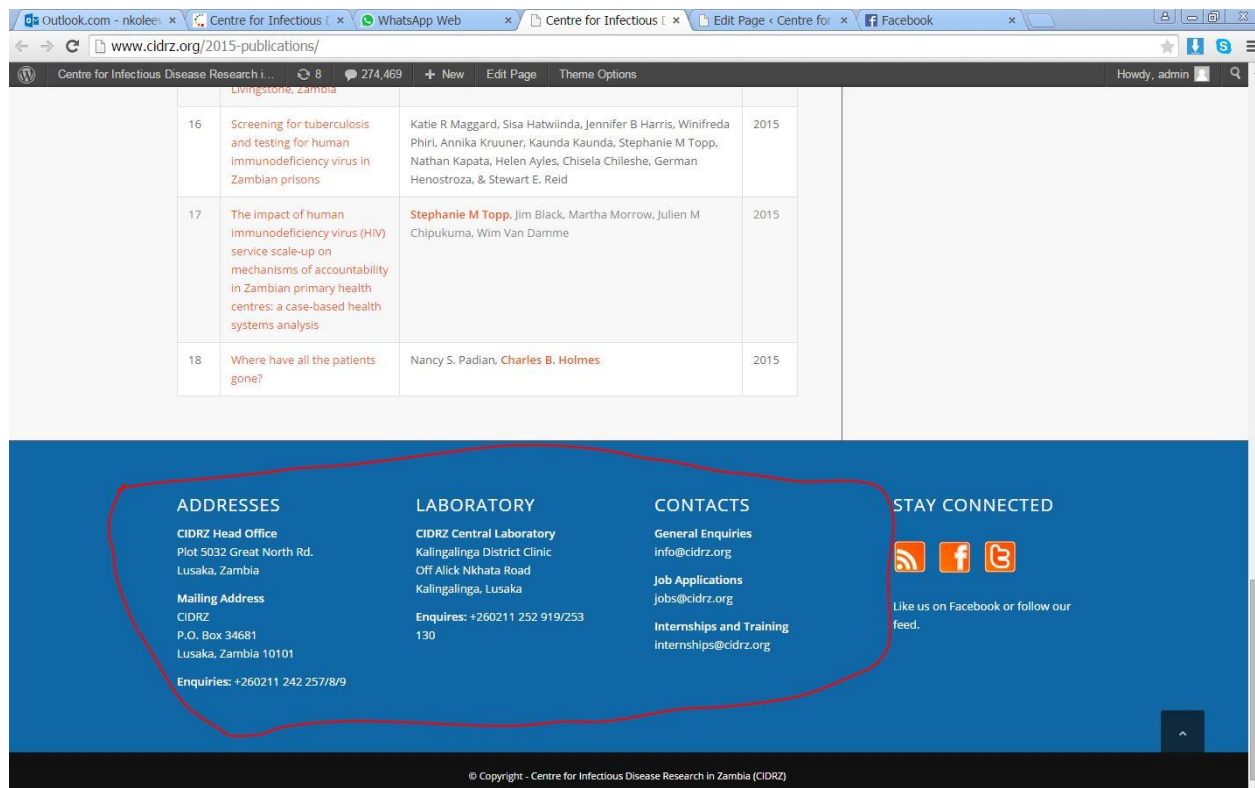
You change how many are displayed for both items on the same widgets page.

Expand the ShortCodes sidebar and change the numbers accordingly as shown below:

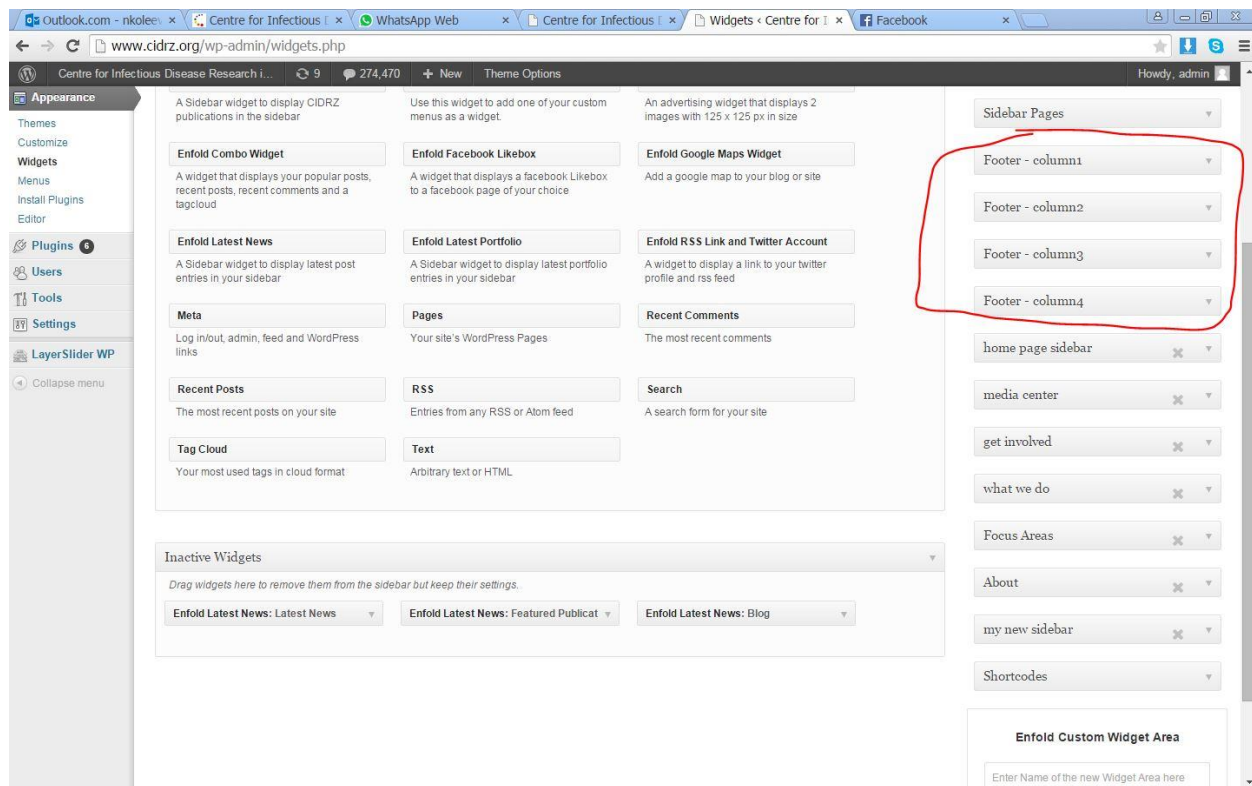


Changing footer address and contact information

The contact information is displayed in the footer of the website as shown below:



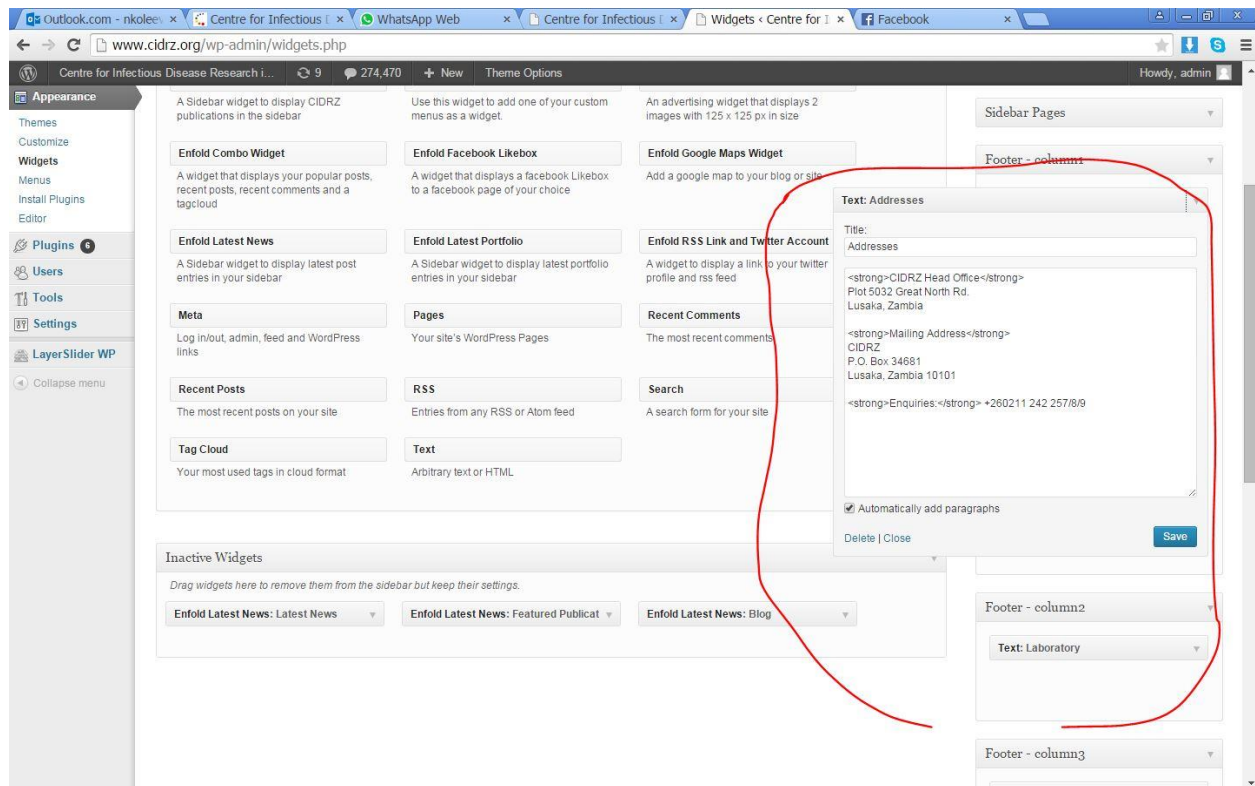
You can edit this information by expanding the footer columns in the widget section. The footer sections are in the columns 1 to 4 as shown below:



Simply expand them and you will have access to the text and you can edit them accordingly.

Please note that the text may contain some programming codes **such CIDRZ Head Office**. Simply edit the text parts such as **CIDRZ Head Office**.

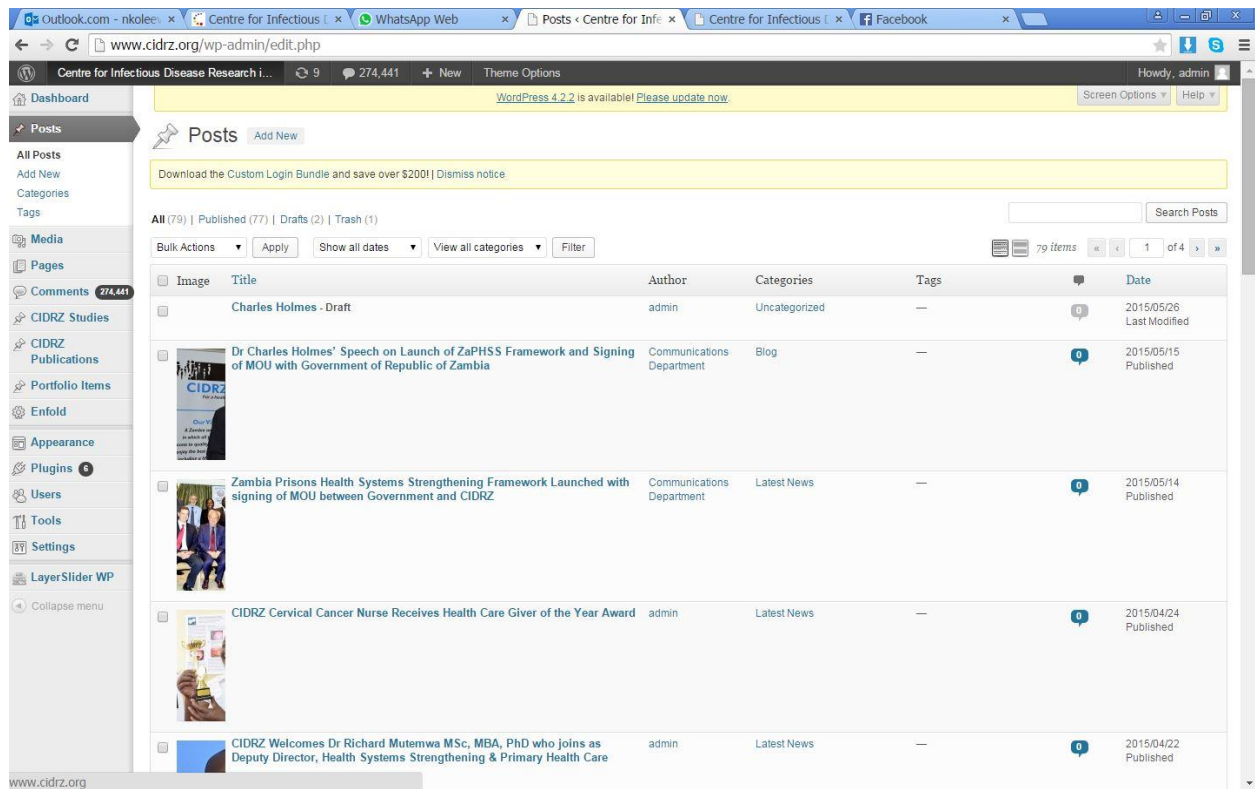
Do not change the programming codes or remove them unless you are familiar with HTML/CSS.



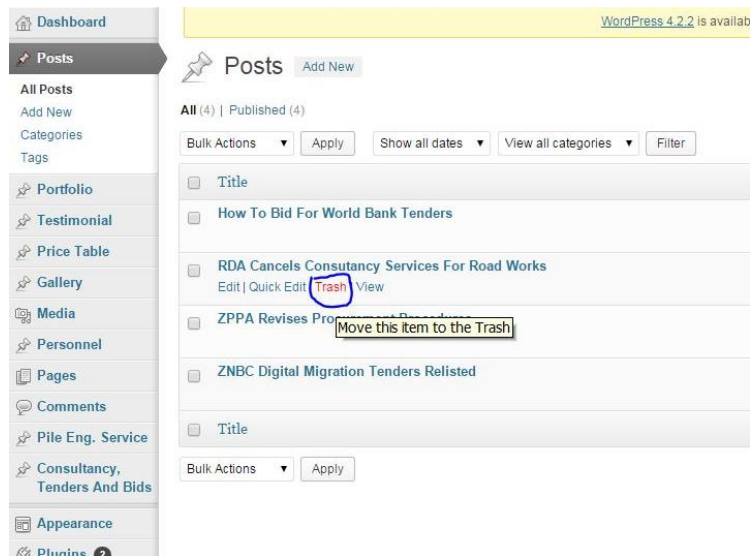
Adding & editing news

Posts represent all the articles on the website. The News section on the site is simply a group of posts.

To manage your news articles and blog, go to **Posts**



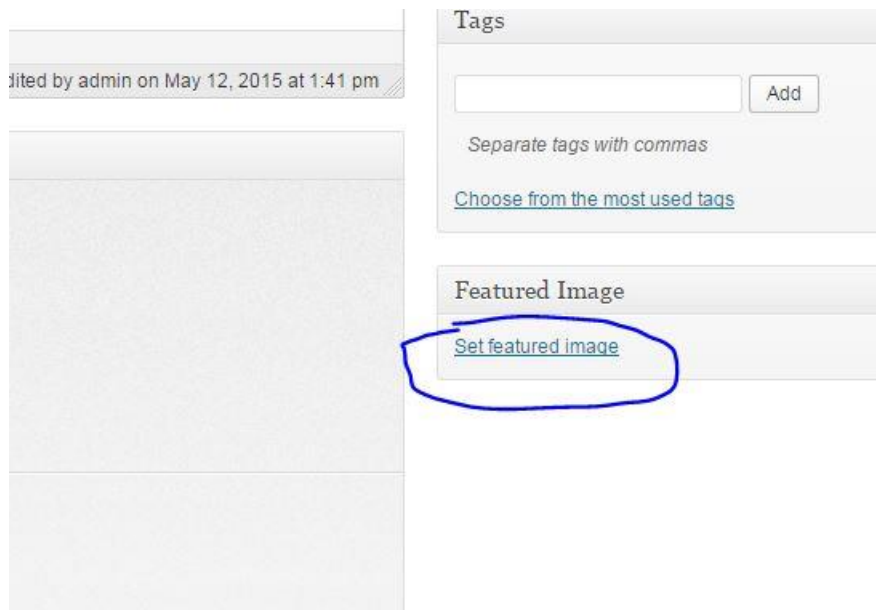
From here you delete by simply resting your mouse over it and clicking **Trash**



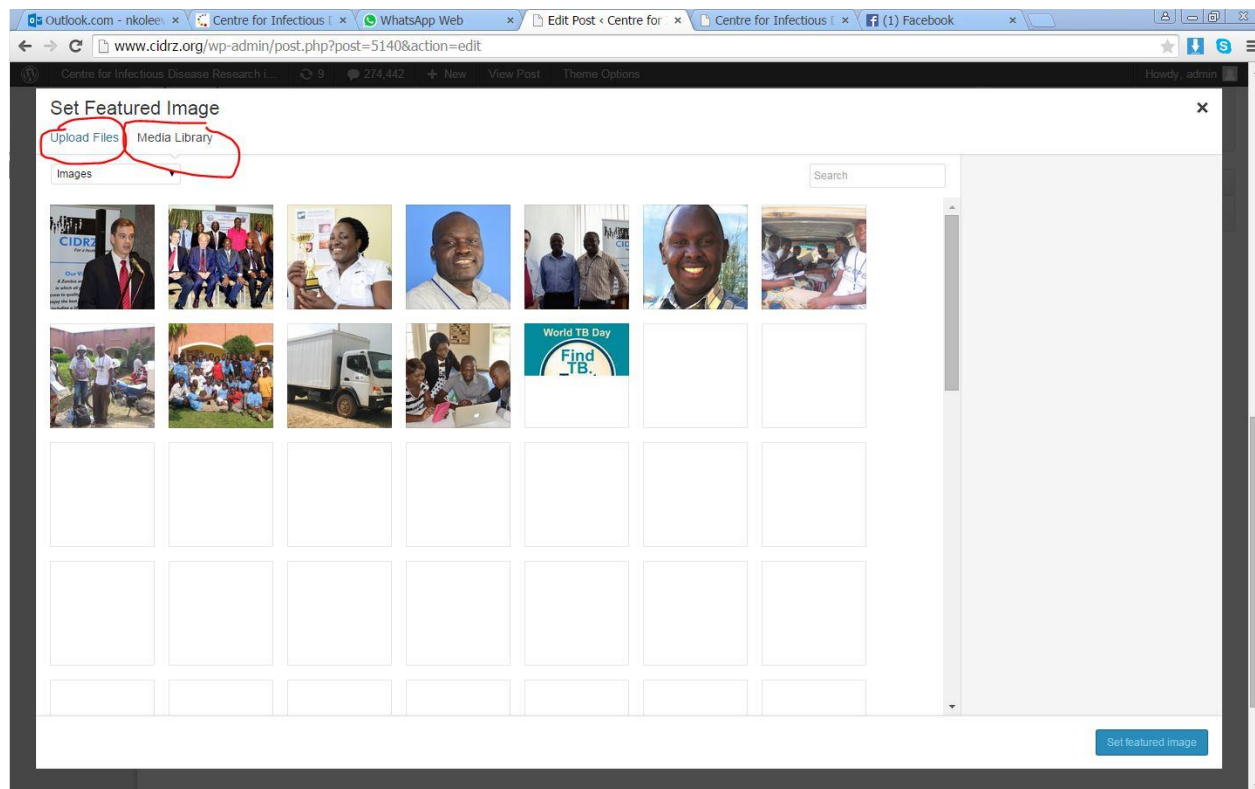
To add a post, click **Add New** and fill in your contents. To edit, simply click on the **Post**

The editor is similar to what you see when adding a page.

To set a preview picture for the article, simply select the featured image and that will be the thumbnail image for the post.



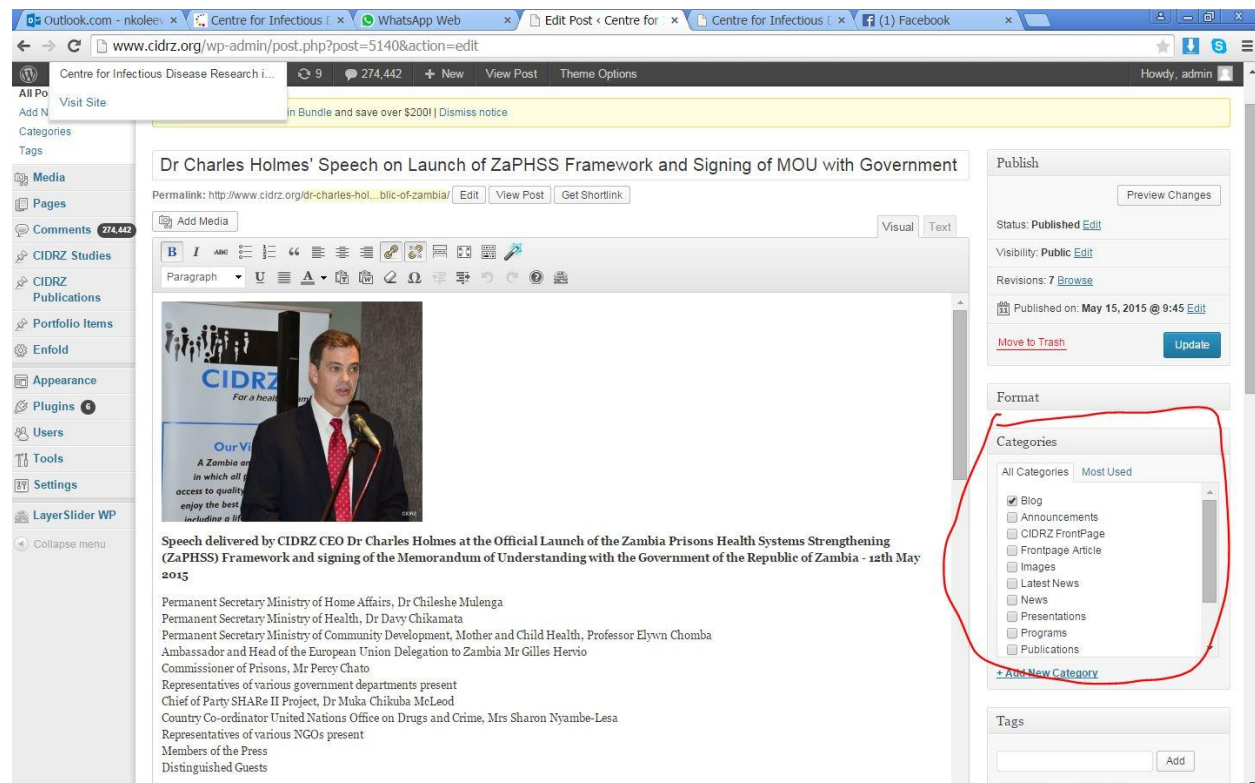
This will open the **Set Featured Image** dialog shown below:



From here you can select an image from your library or upload new ones. When done select the image and click **Set featured image**.

Any images you upload will be available to you in future and you don't need to upload them again.

The category you select for a post is very important. This how the website knows whether the post you are adding is a blog, an announcement or a news item. You select categories by simply selecting the corresponding check box as shown below.



Dr Charles Holmes' Speech on Launch of ZaPHSS Framework and Signing of MOU with Government

Permalink: <http://www.cidrz.org/cdr-charles-hol...blic-of-zambiar/> [Edit] [View Post] [Get Shortlink]

Visual Text

Paragraph

Speech delivered by CIDRZ CEO Dr Charles Holmes at the Official Launch of the Zambia Prisons Health Systems Strengthening (ZaPHSS) Framework and signing of the Memorandum of Understanding with the Government of the Republic of Zambia - 12th May 2015

Permanent Secretary Ministry of Home Affairs, Dr Chileshe Mulenga
Permanent Secretary Ministry of Health, Dr Davy Chikamata
Permanent Secretary Ministry of Community Development, Mother and Child Health, Professor Elywn Chomba
Ambassador and Head of the European Union Delegation to Zambia Mr Gilles Hervio
Commissioner of Prisons, Mr Percy Chato
Representatives of various government departments present
Chief of Party SHARe II Project, Dr Muka Chikuba McLeod
Country Co-ordinator United Nations Office on Drugs and Crime, Mrs Sharon Nyambe-Lesa
Representatives of various NGOs present
Members of the Press
Distinguished Guests

Categories

- ☒ Blog
- ☐ Announcements
- ☐ CIDRZ FrontPage
- ☐ Frontpage Article
- ☐ Images
- ☐ Latest News
- ☐ News
- ☐ Presentations
- ☐ Programs
- ☐ Publications

+ Add New Category

Tags

Add

You can select more than one category.

Changing home page slideshow pictures and text

The slideshow on the home page is simply a group of images that fade into one other. To add or edit the images or captions, Go to **LayerSlider WP**.

The screenshot displays the WordPress admin dashboard for the LayerSlider plugin. The main content area shows a table of sliders with columns for ID, Slider preview, Name, Shortcode, Slides, Created, and Modified. Slider ID 1, titled 'Enfold - most beautiful theme ever', is highlighted with a red circle. The pagination at the bottom right indicates '29 items' and '3 of 3' pages, also circled in red. The left sidebar shows the 'LayerSlider WP' menu item. The bottom section includes 'Import & Export Sliders' and 'Allow LayerSlider access to users with ...' options.

ID	Slider preview	Name	Shortcode	Slides	Created	Modified
9		Slider with Cervical Women	[layerslider id="9"]	1	18/11/13	2 years ago
3		Sample slider with 2D transitions	[layerslider id="3"]	7	07/10/13	2 years ago
4		Sample slider with 3D transitions	[layerslider id="4"]	5	07/10/13	2 years ago
5		Sample full width slider	[layerslider id="5"]	2	07/10/13	1 year ago
6		Carousel demo	[layerslider id="6"]	3	07/10/13	2 years ago
7	NO PREVIEW	Sample content slider	[layerslider id="7"]	3	07/10/13	2 years ago
8	NO PREVIEW	Sample video gallery slider	[layerslider id="8"]	3	07/10/13	2 years ago
1		Enfold - most beautiful theme ever	[layerslider id="1"]	3	03/10/13	4 months ago
2		Why Enfold - Small Header	[layerslider id="2"]	1	03/10/13	2 years ago

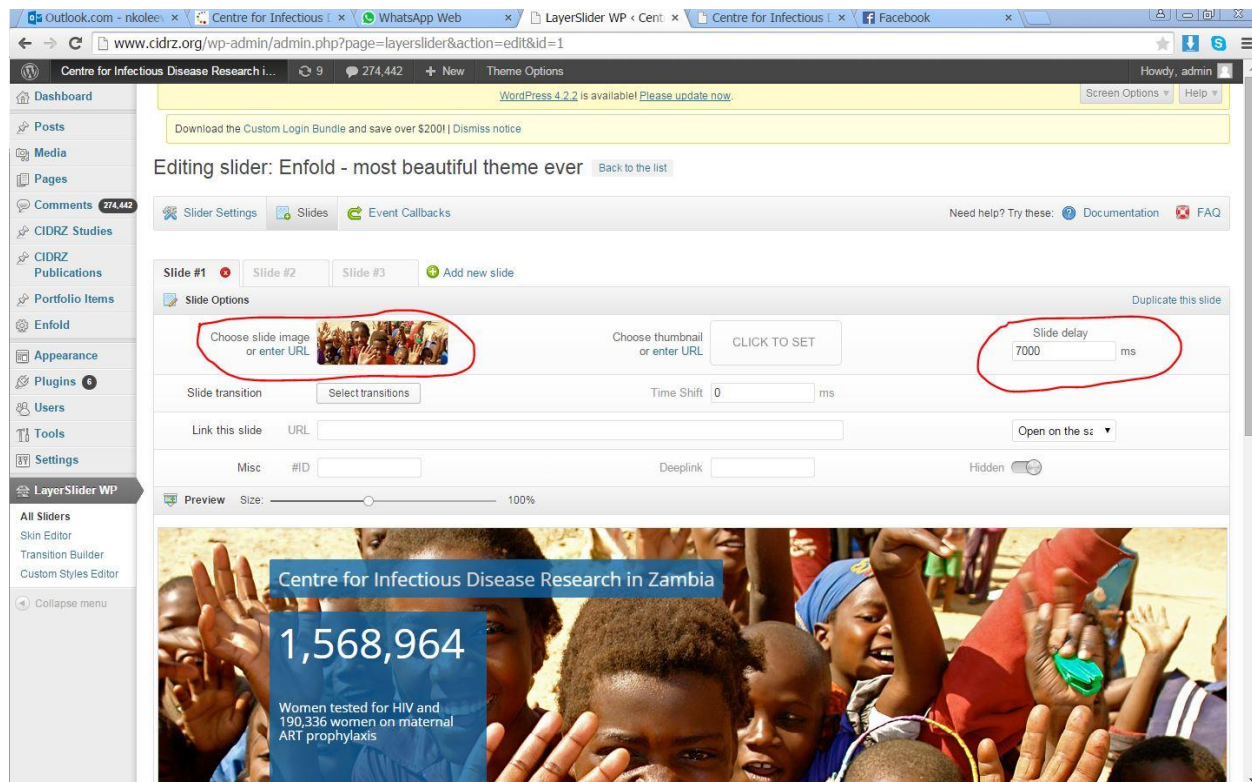
If you want to add a new slideshow...

You can remove or add new slideshows here. Adding a new slideshow can be technical as there are many settings you need to understand and change. The easier option is to duplicate an existing slide and simply edit it. This way you don't have to provide any of the settings.

To show a slideshow on a page, simply type its shortcode on a page or post where you want the slideshow to appear. For example the shortcode for the Home Slider is `[layerslider id="1"]`.

If you simply want to edit the existing slideshow on your site

Click on **Enfold - most beautiful theme ever** (highlighted above), you see the following:



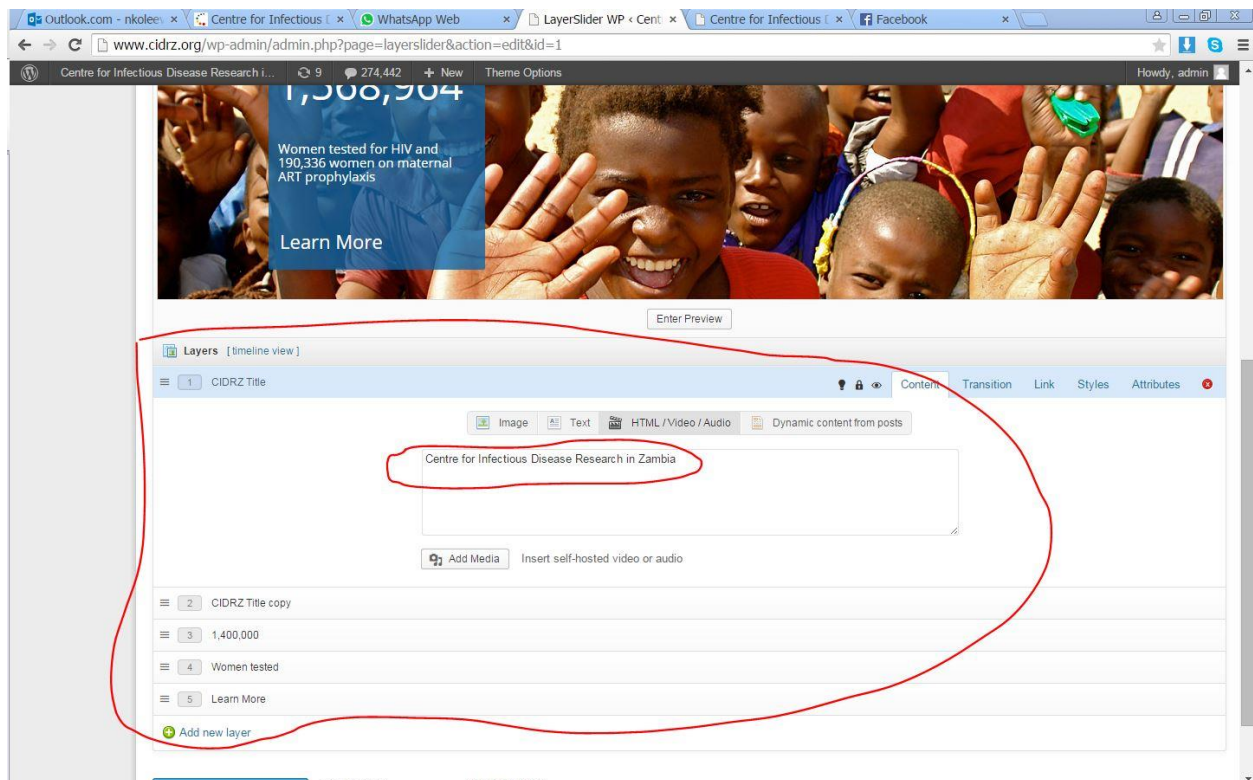
You can select the background image for the image above.

The image must have a resolution 1600 x 470

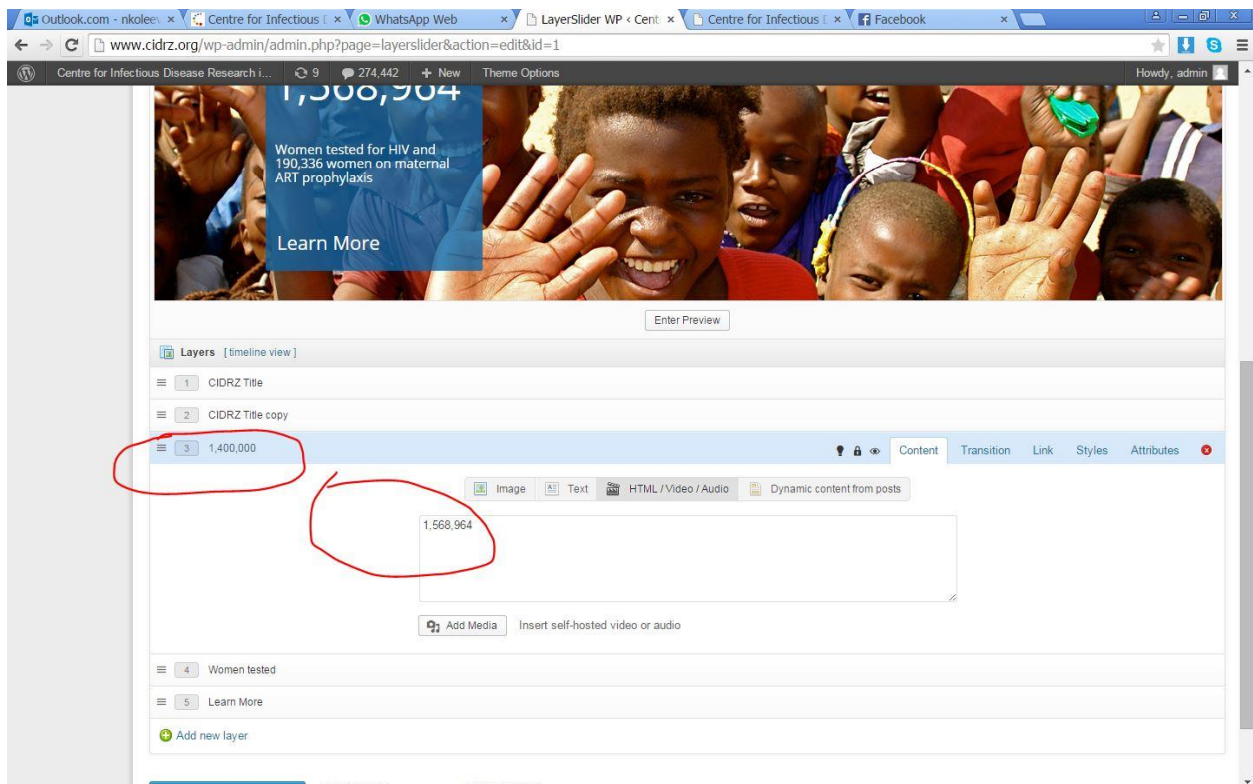
Slide delay means how much time in milliseconds this slide will be displayed. 1 second = 1000 milliseconds so if you wanted the slide to display for 9 seconds, put 9000.

The slideshow has three components you would want to change. You access these under **Layers** for each slide.

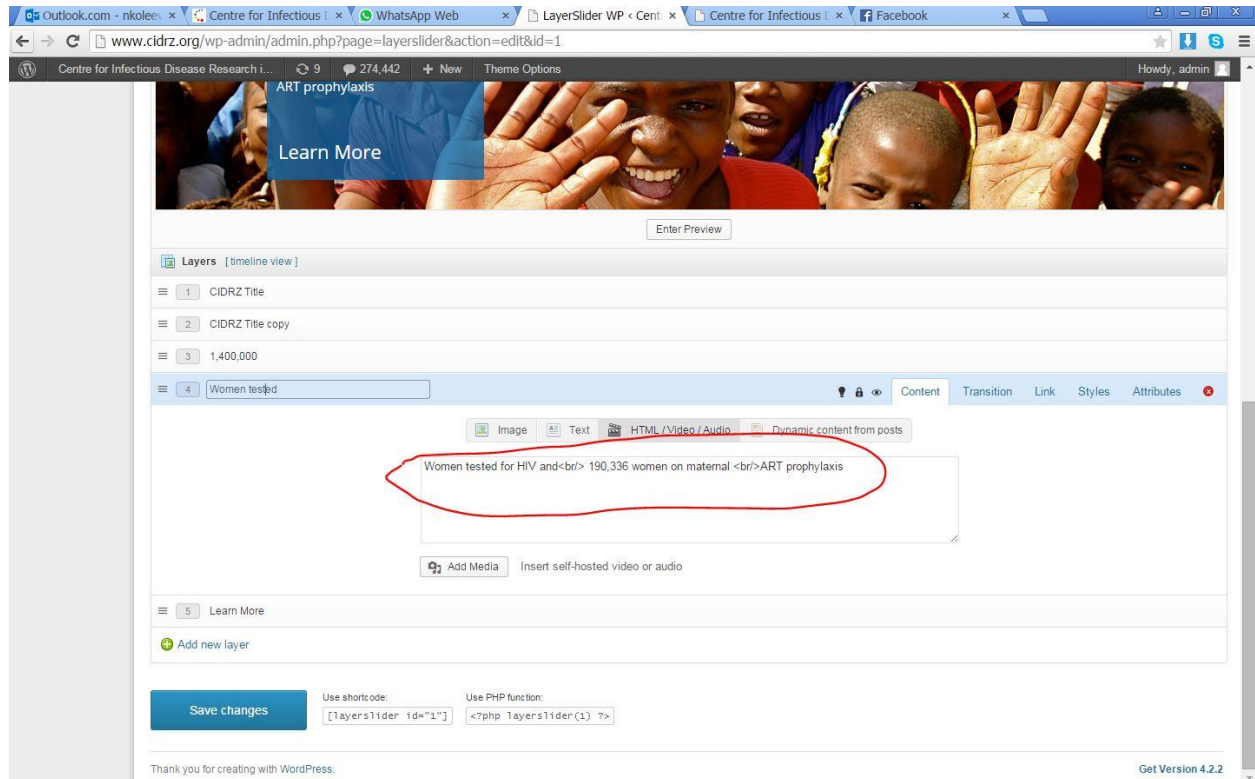
The **heading**



The number

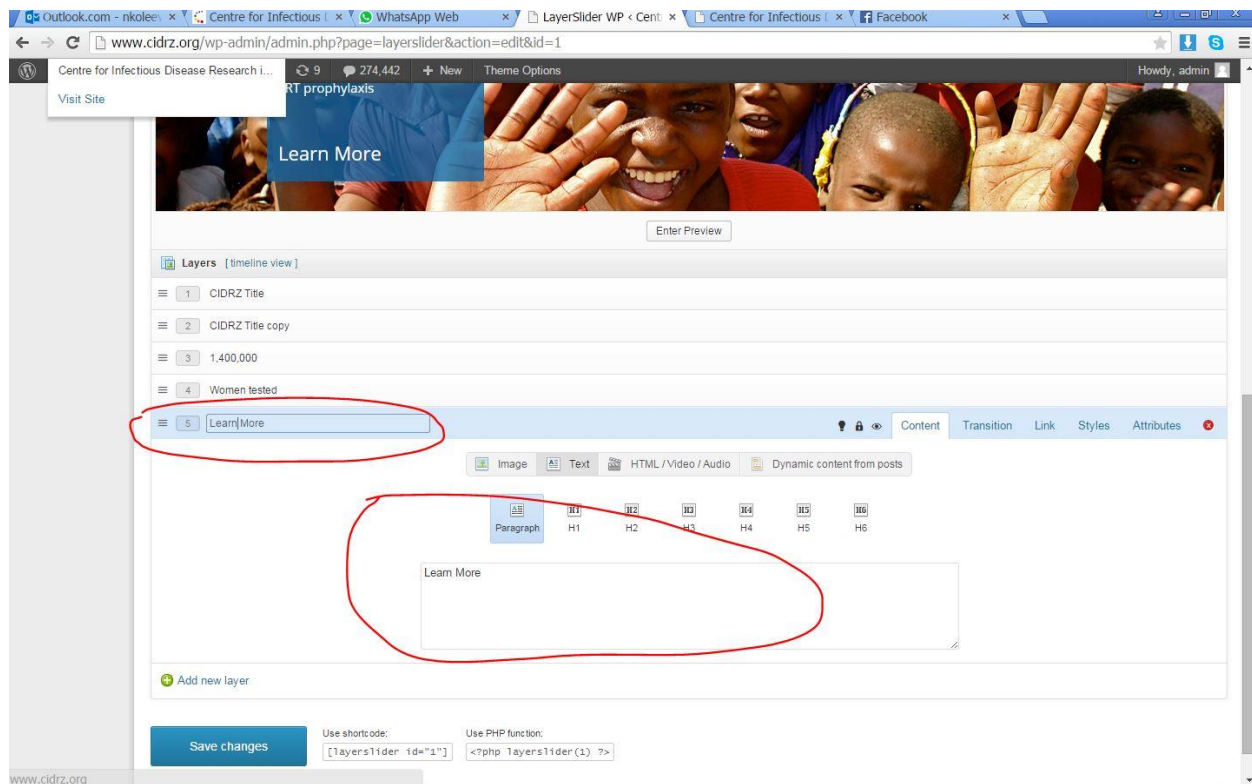


The text



The text has programming components (such as `<h3>`, `
`, etc.) and these must not be removed. Just edit the text parts. The `
` programming component is used to force text to go to a new line so that it doesn't go outside the blue section on the slide. You can use it too 😊 simply write `
`.

The Learn More text



If you are adding a new slide...

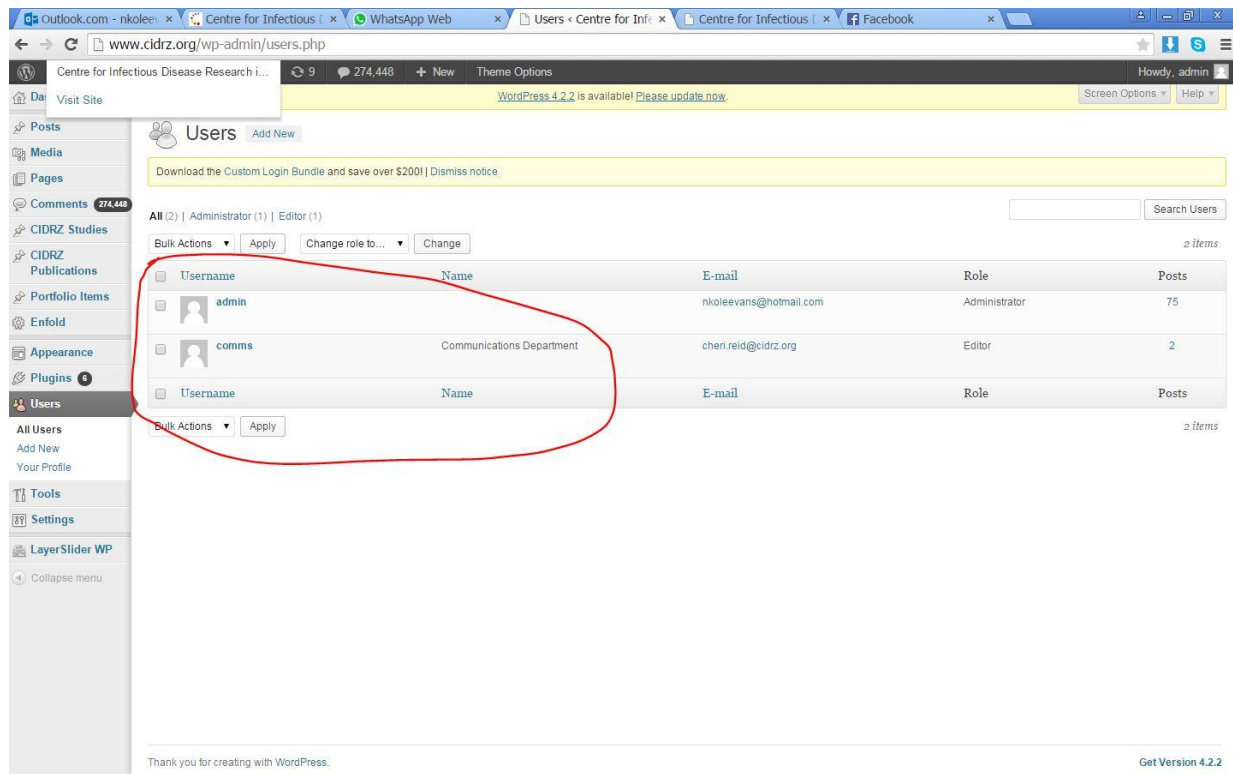
Adding a slide can also be technical in that on the website the slides look and behave the same when they are not connected in any way. This has been achieved by making items have the same locations, dimensions and animations.

Therefore you should always duplicate an existing slide then change its background image and text components as shown above.

Styling of the various components on the slides and their animations and timing is beyond the scope of this manual.

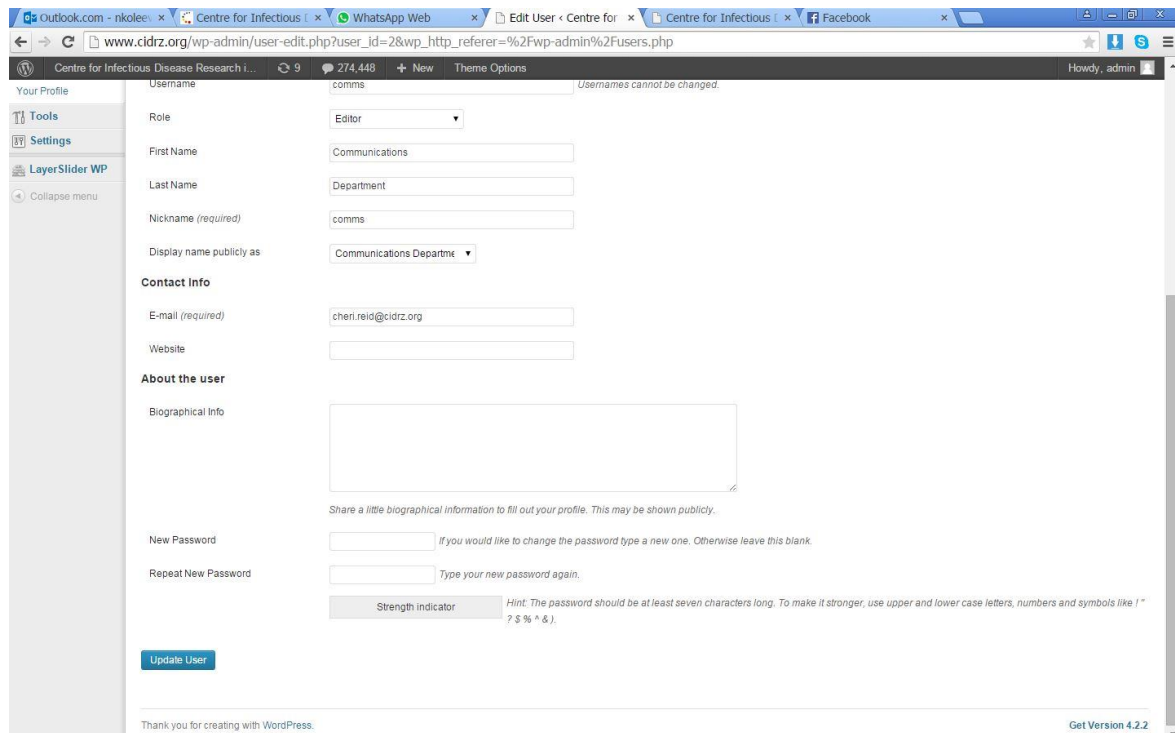
Changing your password and passwords of other users

To update your password or passwords of other users, go to **Users**



From here you can select an account to update its password. You can also delete and create accounts and change their account role which limits what they can do on the site.

To change the password, click on an account.



From the above page, you can update the password and other details of the account.

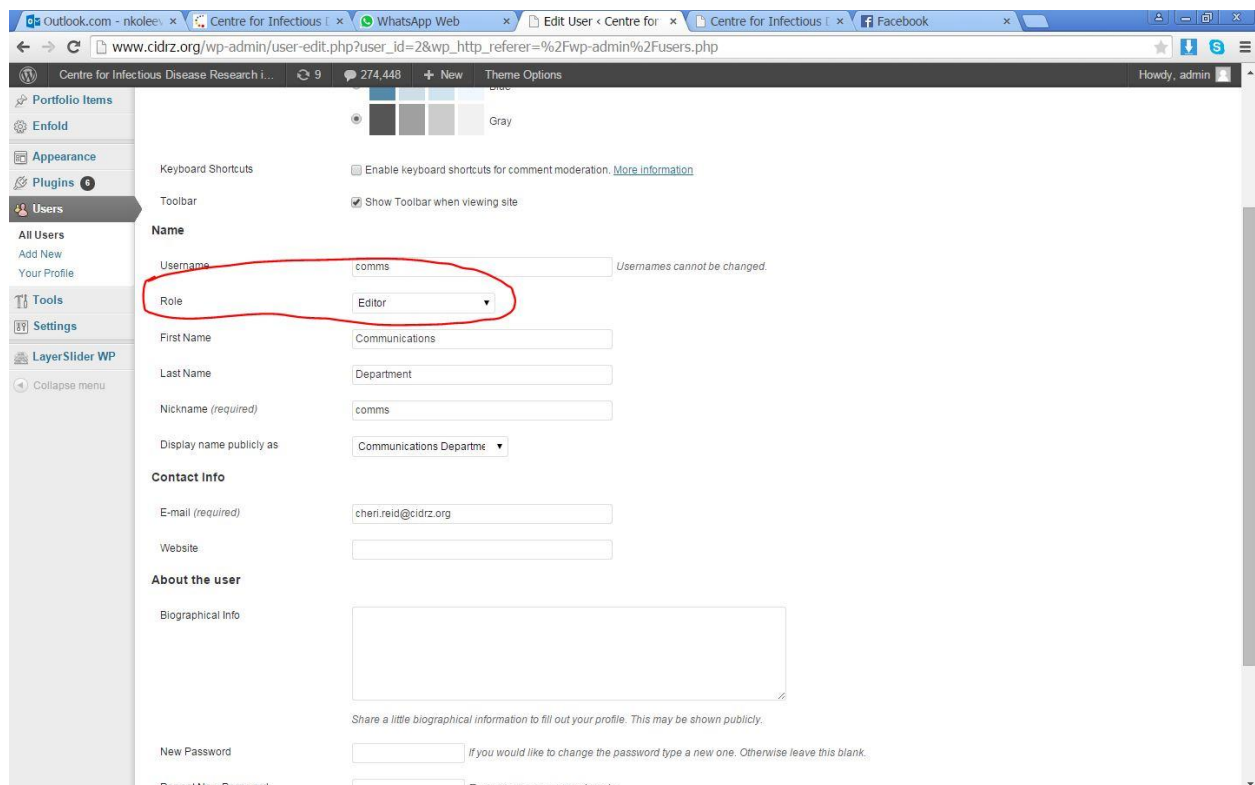
When done click **Update Profile**

Adding Contributors & Moderating Contributed Publications and Articles

To add a user who can submit publications and articles, create a user account for them. Make sure that their role is set to **Contributor** as shown below.

The roles are as follows:

1. **Administrator** – This is only for admins. A person with this account can change anything on the site
2. **Editor** – This person can create and approve publications or news submitted by contributors and authors.
3. **Author** – This person can submit publications and articles but they can't edit those of other users.
4. **Contributor** - This person can submit publications and articles on the site but an Editor or Administrator needs to approve them before they show on the site.
5. **Subscriber** – This person can only receive updates when you add publications and articles, they cannot create anything.



The screenshot shows the WordPress 'Edit User' page for a user named 'comms'. The user's role is set to 'Editor', which is highlighted with a red circle. The page includes various fields for user information, contact details, and a biography. The left sidebar shows the 'Users' menu with options like 'All Users', 'Add New', and 'Your Profile'. The top navigation bar includes links for 'Portfolio Items', 'Enfold', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', and 'LayerSlider WP'.

www.cidrz.org/wp-admin/user-edit.php?user_id=2&wp_http_referer=%2Fwp-admin%2Fusers.php

Centre for Infectious Disease Research i... 9 274.448 + New Theme Options Howdy, admin

Portfolio Items
Enfold
Appearance
Plugins
Users
All Users
Add New
Your Profile
Tools
Settings
LayerSlider WP
Collapse menu

Keyboard Shortcuts
Enable keyboard shortcuts for comment moderation. [More information](#)
Toolbar
Show Toolbar when viewing site

Name
Username: comms (Usernames cannot be changed.)
Role: Editor
First Name: Communications
Last Name: Department
Nickname (required): comms
Display name publicly as: Communications Departme

Contact Info
E-mail (required): cheri.reid@cidrz.org
Website:

About the user
Biographical Info:
Share a little biographical information to fill out your profile. This may be shown publicly.
New Password: (If you would like to change the password type a new one. Otherwise leave this blank.)
Repeat New Password: (Type your new password again)

Adding Subscribers & Editors

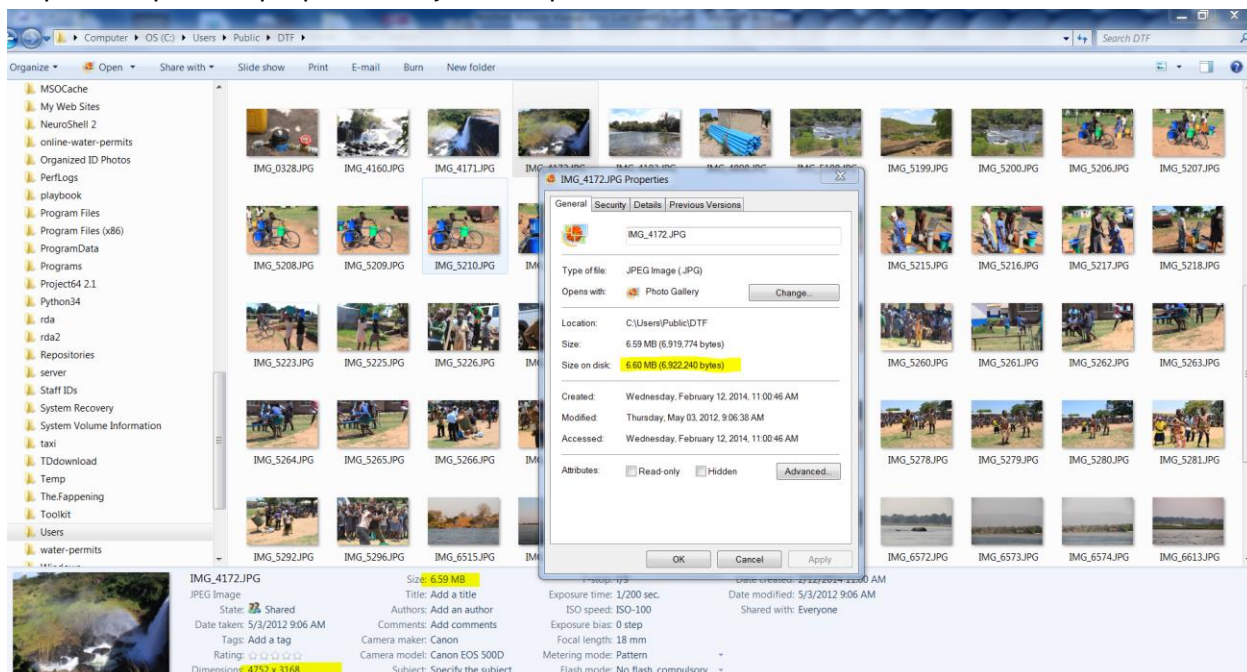
Please see the previous section for more details on this.

Resizing images for website use

Most images you will be uploading to the website will probably come from a digital camera or the internet. You might be tempted to upload high resolution pictures to the website however you should note that these pictures not only make the website load very slowly but also make it incompatible with users who may be using phones and other smaller devices to access your website.

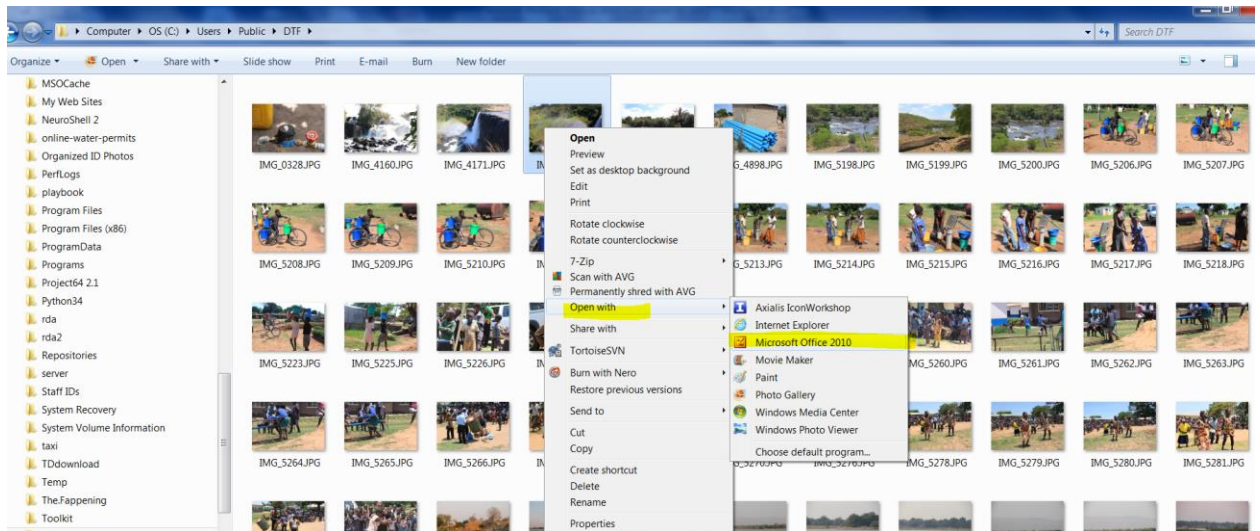
Therefore uploading images to the website, do the following

1. Inspect the pictures properties on your computer

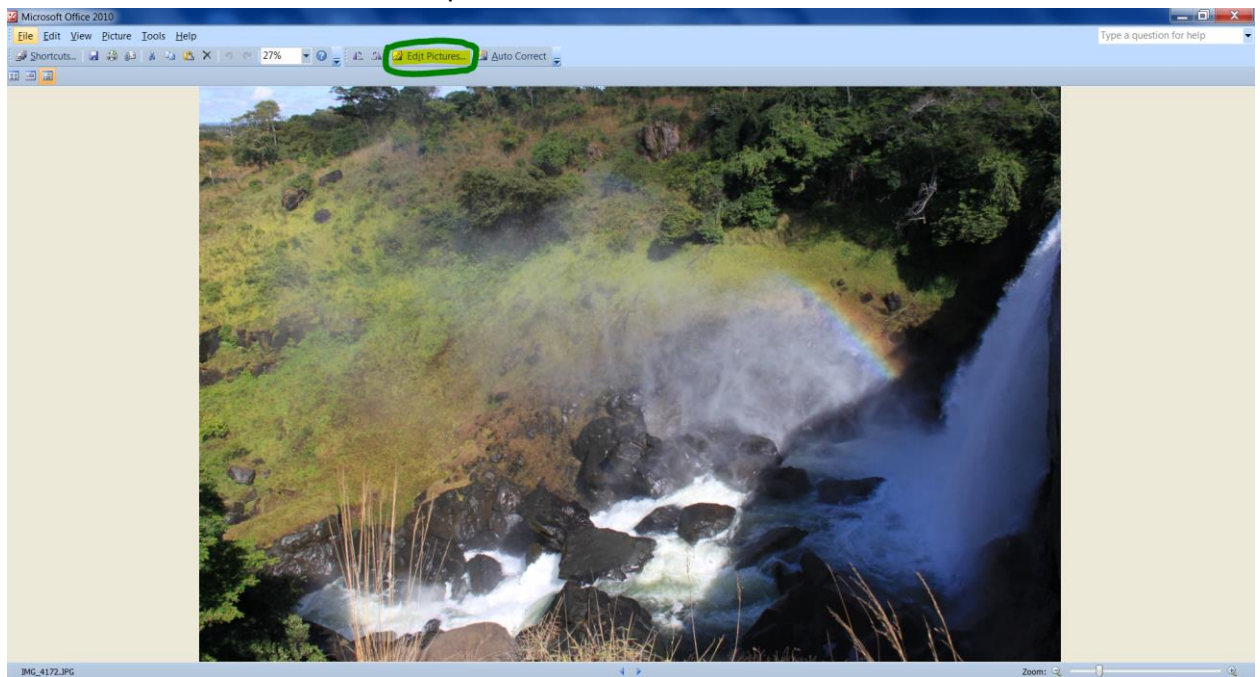


2. From the above you can see that this image is approximately 7MB and has a resolution of 4752 x 3168 pixels. This is not suitable for websites; images you upload should be **at most** 300KB. If possible less than 120KB is even much better. For resolution, the recommended dimensions is 640 x 480 which provides good quality pictures at reasonable file sizes which won't take ages to load.
3. How would you resize the resolution and file size? You just need to reduce the resolution and the file size will automatically reduce. If your image is already close to the recommended file size and resolution then you don't need to edit it. You can upload it as is.
4. If you have Microsoft Office installed on your computer follow these steps

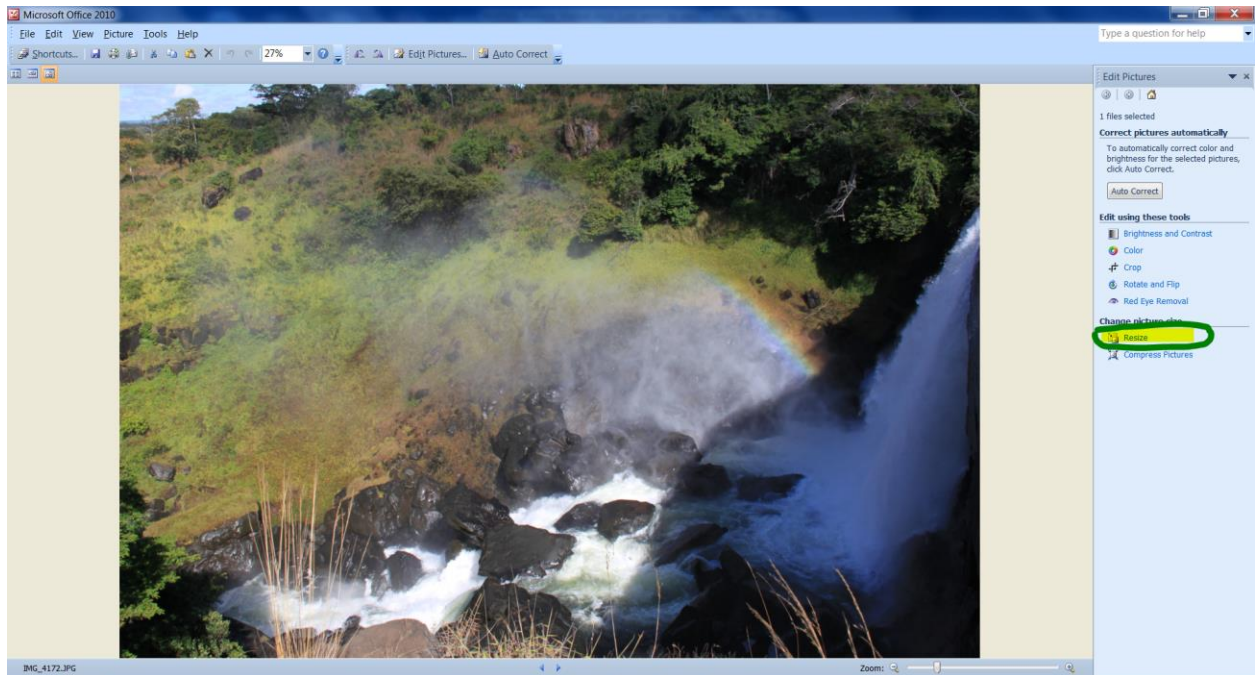
5. Right click the image and choose Open With > Microsoft Office



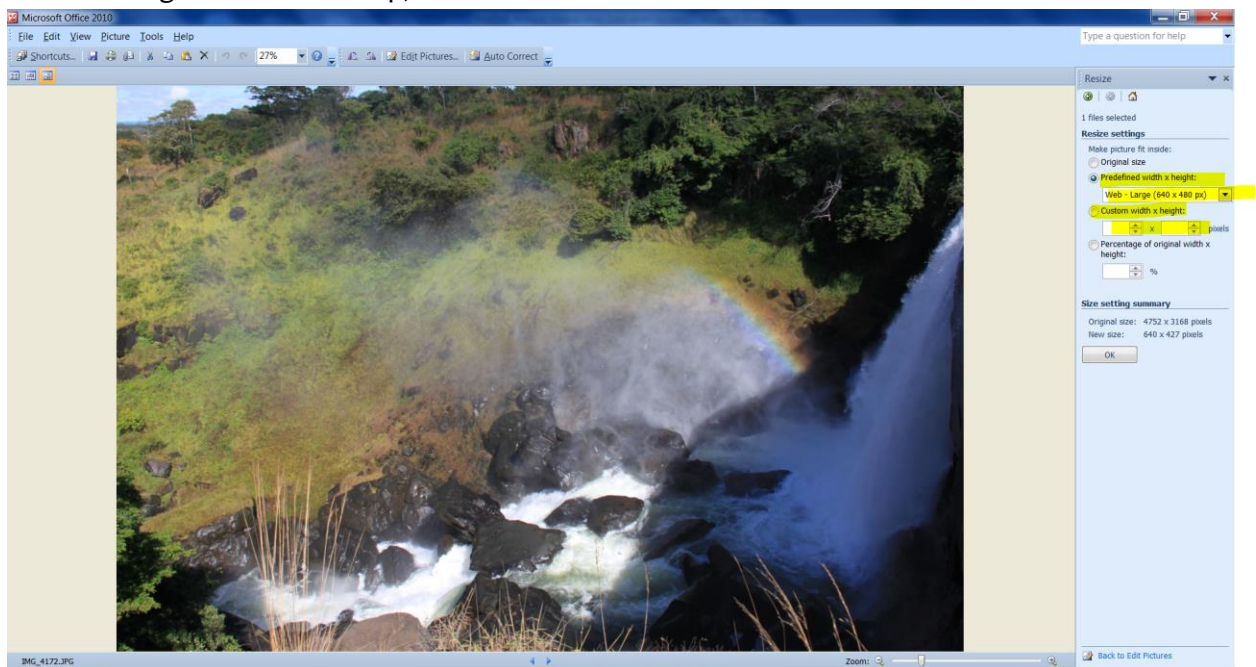
6. Microsoft Office Picture Tools will open



7. Click on **Edit Pictures**

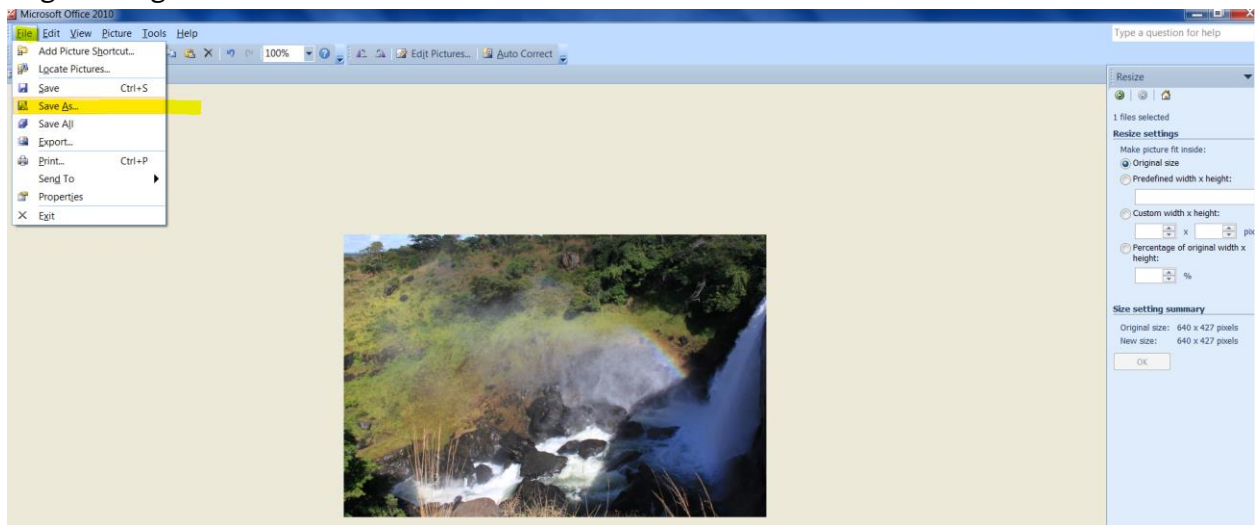


8. Photo editing tools will show up, click **Resize**

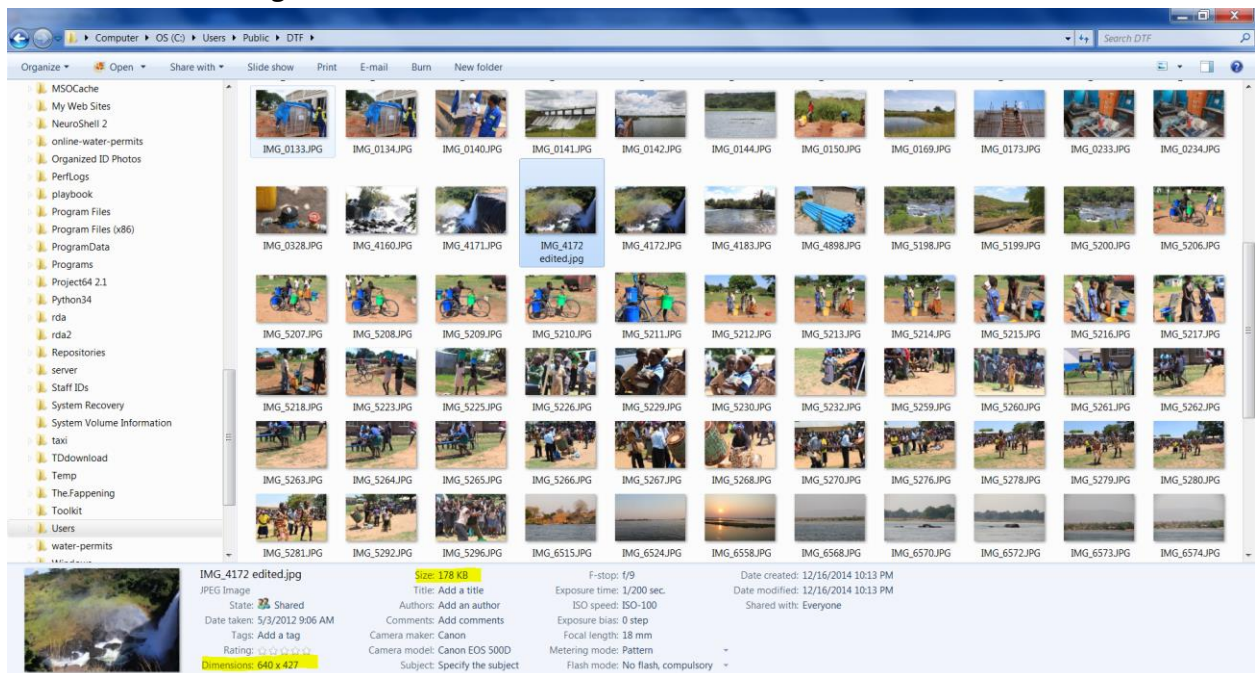


9. If you have predefined sizes choose Web Large (640 x 480). If you don't then manually enter 640 X 480. If your picture appears stretched either vertically or horizontally then it might have a different aspect ratio, in this case use the **Percentage of original width x height** option, keep changing the percentage until the new width is close to 640.

- When done click OK, make sure you use the Save As option so that you don't overwrite the original image.



- Observe our new image now

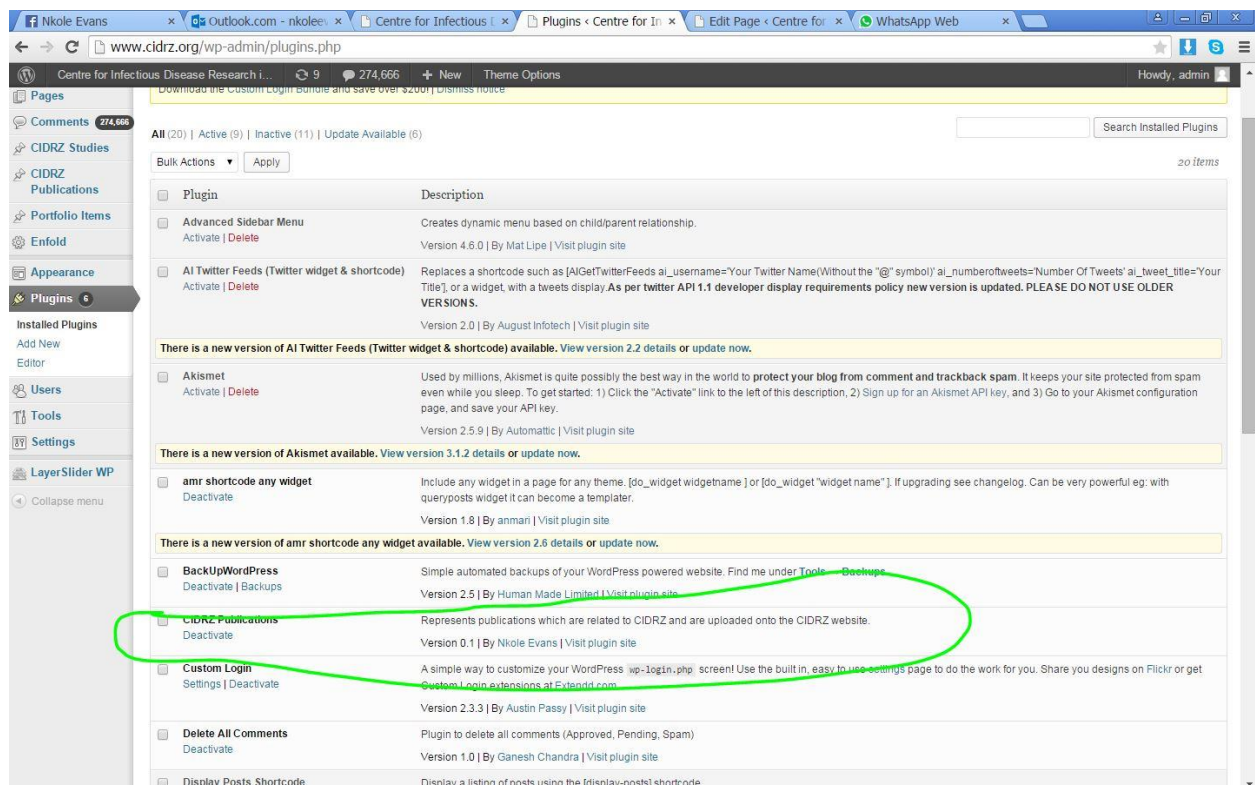


- This file size and resolution is now suitable for use on a website. You can proceed and upload this image to the website now.
- There are many tools you can use in the program above, you can adjust brightness, crop images and do so much more

4. Technical and programming information

Plugins

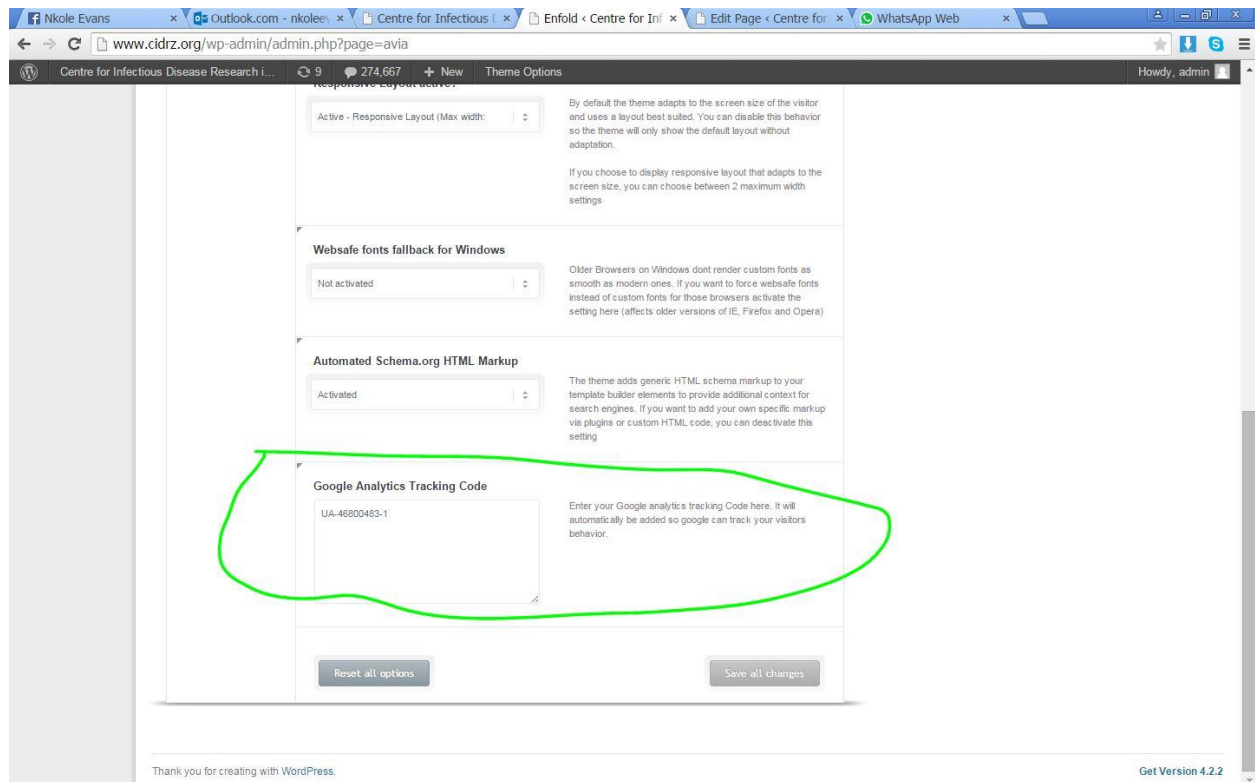
The website only uses one custom plugin which is the plugin for publications. Disabling or removing the plugin will disable all the publications on the site. Should you have problems with publications make sure the plugin is activated



The rest of the publications are third party and details about them can be found on their respective website.

Google Analytics

The code for Google Analytics is specified on the page for the website theme: Enfold. You can change it to something else if you intend on using a different account with the website.

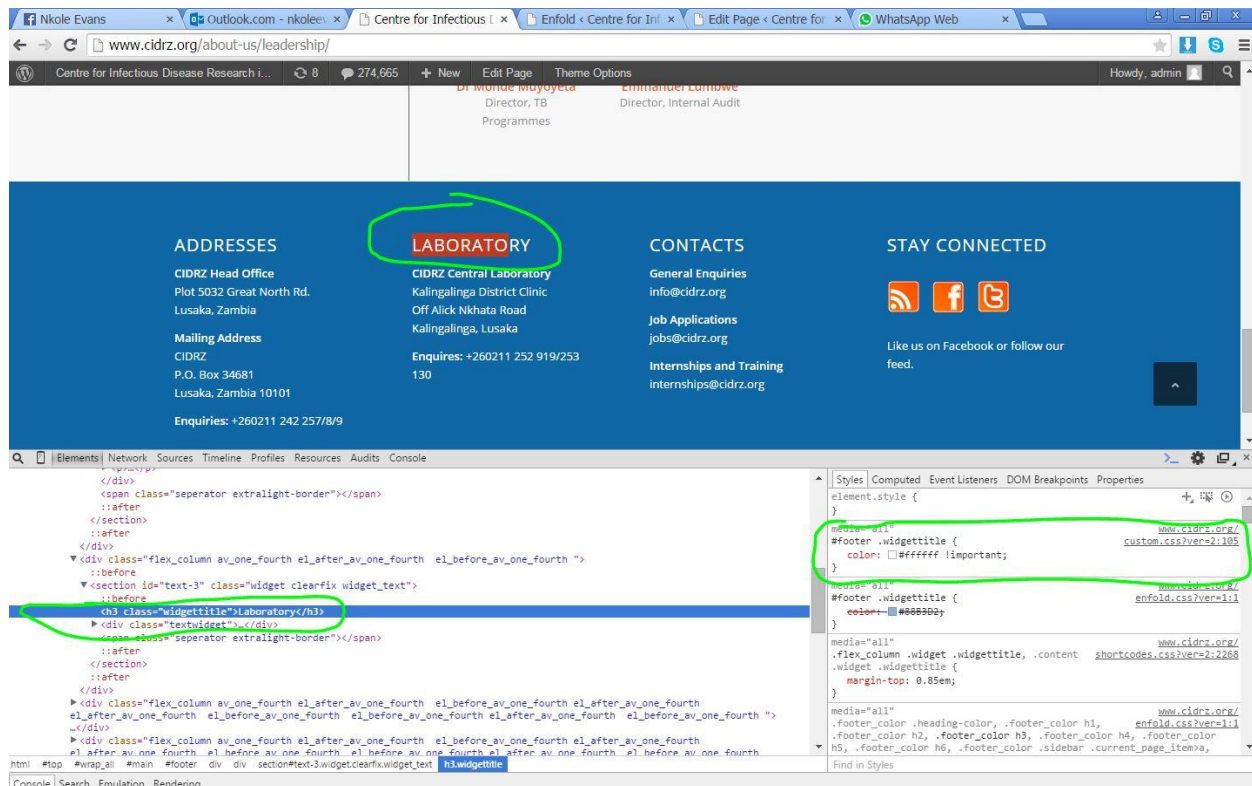


Theme CSS customizations

The files which have been modified to customize the theme can be found in

/wp-content/themes/enfold/css

Please use the inspect element feature found in most recent browsers today such as Google Chrome when attempting to customize the CSS for the website as shown below:



This will help you know which CSS file contains the CSS markup you want to update.

Some files such as **Enfold.css** are dynamic CSS files which are created on the fly. To edit the CSS produced by such files, edit the PHP version of the file such as **Enfold.css.php**.

Always make backups of CSS and PHP files before editing them as these can damage the website if not edited correctly.

5. More help

If you have any problems with the site and need help, do not hesitate to contact ICT Help Desk (helpdesk@cidrz.org).

The site uses several third party components like Enfold theme, LayerSlider, etc. If you want more information about how to use third party components, please consult their respective websites.

For more detailed information about how to upload images, change your password; change the website name, etc. Please visit the WordPress official site at: <http://codex.wordpress.org/>. The version of WordPress used on the website is 3.6.1.

Please don't hesitate to ask for help and clarification concerning the website, its features or this user manual.

User Manual prepared by Nkole Evans
(evans.nkole@cidrz.org)